DOCUMENT RESUME

ED 195 839 CE 027 594

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TITLE Common Core Units in Business Education: How to Apply for a Job.
INSTITUTION California State Dept. of Education, Sacramento.; Contra Costa County Superintendent of Schools, Calif.
SPONS AGENCY Office of Education (DHEW), Washington, D.C.
PUB DATE 77
NOTE 110p.; For related documents see CE 027 585-604, ED 105 274, and ED 186 729-730.

EDRS PRICE MF01/PC05 Plus Postage.
DESCRIPTORS *Business Education; *Competency Based Education; Core Curriculum; Distributive Education; Employment Interviews; *Individualized Instruction; *Job Application; *Job Search Methods; *Job Skills; Learning Activities; Office Occupations Education; Performance; Portfolios (Background Materials); Resource Units; Secondary Education; Units of Study
IDENTIFIERS California Business Education Program Guide

ABSTRACT

This secondary unit of instruction on applying for a job is one of sixteen Common Core Units in Business Education (CCUBE). The units were designed for implementing the sixteen common core competencies identified in the California Business Education Program Guide for Office and Distributive Education. Each competency-based unit is designed to facilitate personalized instruction and may include five types of materials: (1) a teacher's guide, which provides specific strategies for the units as well as suggestions for the use of the materials; (2) a student manual, which directs the student through the unit's activities and jobs and brings the student to the competency level for the unit; (3) working papers, which are consumable materials used in completing the jobs and activities described in the student manual; (4) pre/post tests and quizzes; and (5) suggested electronic media. A strategies manual and the California Business Education Program Guide and supplements are also available--see note. (LRA)

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how to apply for a job

CE 027 594

COMMON CORE UNITS IN BUSINESS EDUCATION

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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HOW TO APPLY FOR A JOB

Written by

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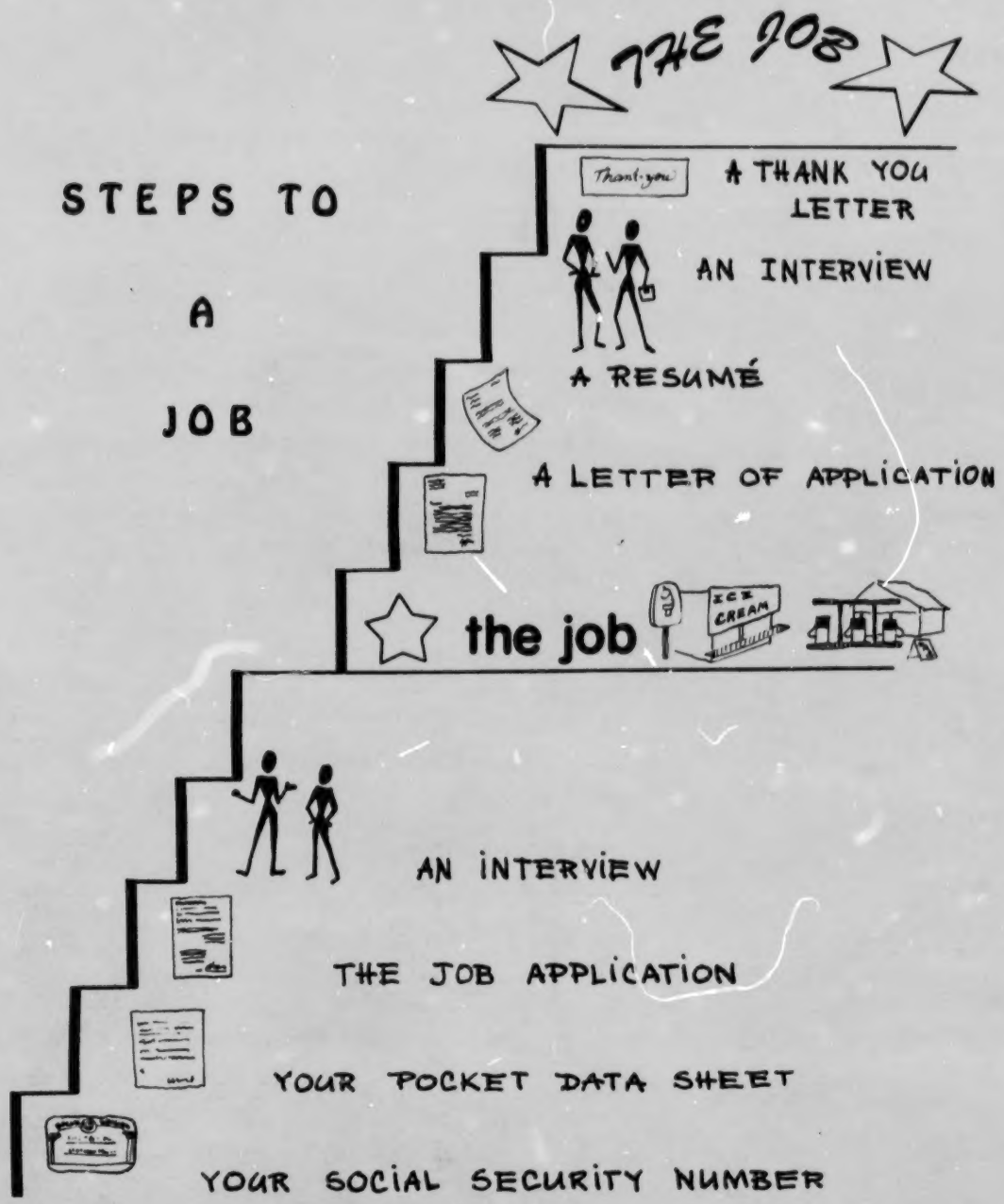
INTRODUCTION

SO, YOU want to apply for a job! BEFORE you apply, you will need a *Social Security number.* You will need to know how to fill out a *Federal Withholding Form (W-4)* and a *job application form.* You may also need to know how to take an employment test, answer a newspaper advertisement, and write a follow-up letter. Probably the most important step in the whole process is the *personal job interview.* The right job is important! You will be identified by your job; it will affect your life style, and your future.

The steps you take when applying for a job depend largely on the type of job you want. You would apply for a job at the local variety store in a different way than you would an office job or for a job as a dental assistant. Therefore, this booklet is written in two sections. PART A will show you how to apply for a job informally (a fast-food business, variety store, sales clerk, janitor or thousands of other entry-level jobs). PART B will show you how to formally apply for a job which requires skills. (An office or professional type job).



Activity 1

Turn to Page 1 of your Working Papers. Complete the Word Search Puzzle using common terms when applying for a job. When you are finished, check your answers with the Answer Key.

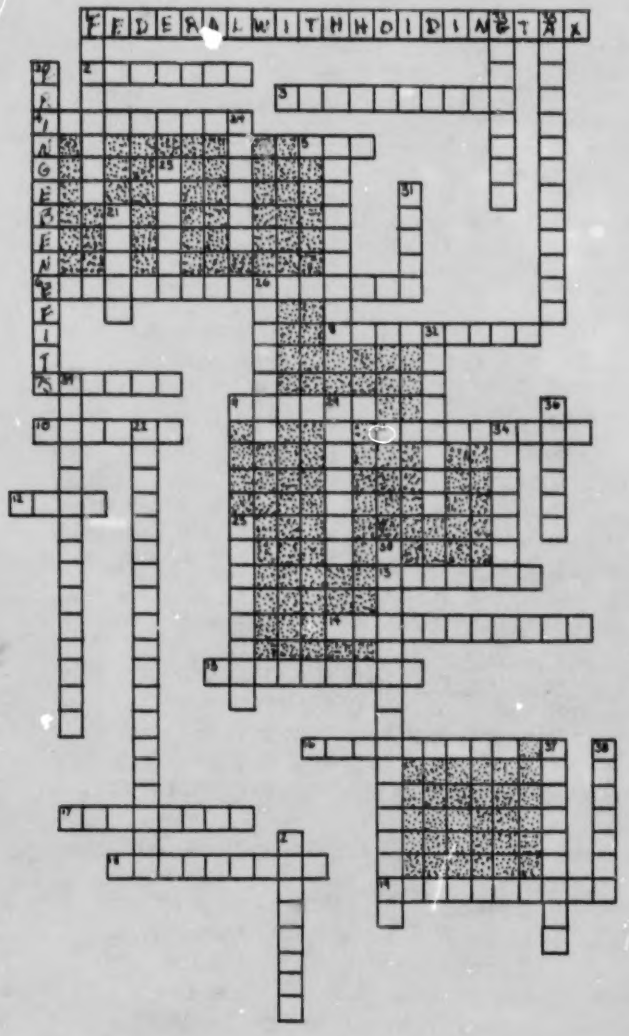
A S D J F K N C C X Z X C V D S N N F I O E C V W
T R E F E M P L O Y E R D Q W O V E R T I M E S –
X M I S D E M E A N O R E Y T C W T I R X P N M 4
B V C L E G I B L E O P D W Q I P P N A C L C X F
P O I L R X C V W U B T U S T A E A G I M O L Y O
I M A N A G E R O P Q V C K L L R Y E N W Y O P R
X A P P L I C A N T Z P T C B S M O B E I M S M M
Y O U R W C V B N M Q I I O P E A C E E P E E R S
A P P L I C A T I O N F O R M C N W N R T N T R P
U I D A T A S H E E T O N P C U E T E M N T M P E
Q T I U H O B B I E S O S P W R N T F X M A B A R
S E V E H O I Y U N V E X R T I T Y I T I G O R S
E M P L O Y E E G H J K L P P T O X T A B E C T O
D P E F L G R O S S P A Y O G Y H I S D I N J – N
K O L S D E P E N D E N T S M N O P Q R S C T T N
U R V P I N T E R V I E W I W X Y R E P L Y Z I E
A A B O N C D E F G H I J T K L M N O P Q R S M L
T R U U G V W A D V E R T I S E M E N T X E Y E M
Z Y A S T A T E W I T H H O L D I N G T A X B C A
D E F E A G H I J K L M N N O P Q R S T U E V W N
X Y Z E X P E R I E N C E A B C D E F G H M I J A
K L M N O P R E F E R E N C E Q R S T U V P W X G
A P P L Y Y Z S A L A R Y A B C F U L L – T I M E
D E F G H I J U K L M N O P Q R S T V U W I X Y R
Z Y X W U Q R M A B C D E F G H I J K L M O N O P
Q R S T U A G E N C Y V W X Y Z A B C D E N F G H

See how many of the following words you can find in the puzzle above:

Advertisement	Employer	Legible	Reply
Agency	Employment Agency	Manager	Resume
Applicant	Exemption	Misdemeanor	Salary
Application Form	Experience	Net Pay	Social Security
Apply	Federal Withholding Tax	Overtime	Spouse
Data Sheet	Fringe Benefits	Part-time	SDI
Deductions	Full-time	Permanent	State Withholding Tax
Dependent	Gross Pay	Personnel Manager	Temporary
Enclose	Hobbies	Position	Trainee
Employee	Interview	Reference	W-4 Form

Activity 2

Turn to Page 2 of your Working Papers. Complete the Crossword Puzzle using common terms when applying for a job. If you need help with the definitions, turn to the back of this book. The words and their meanings are listed on pages 35, 36, and 37.

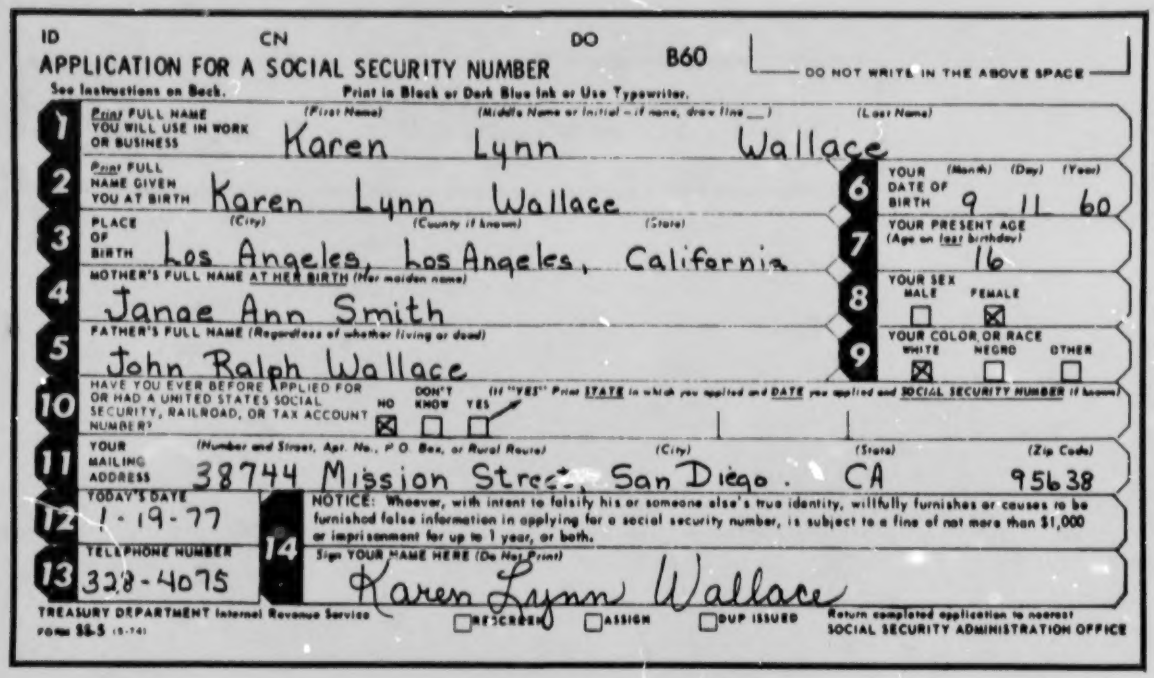


YOUR SOCIAL SECURITY NUMBER

NOW YOU ARE READY TO BEGIN!

An employer will not pay anyone who does not have a *Social Security Card* with a *Social Security number.* No one else will have your number. You will keep it for your entire life. Each time you receive a check, whether it is weekly or monthly, your employer will take a few cents out of every dollar you earn and send it into a special government fund for you to draw upon when you retire or to take care of your family in case of your death or disability. Your employer will also send in a few cents of his profit to apply to your account.

It is a good idea to apply for your social security number as soon as possible, as it takes a few weeks to obtain it.



ID CN DO B60 DO NOT WRITE IN THE ABOVE SPACE

APPLICATION FOR A SOCIAL SECURITY NUMBER

See instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial – if none, draw line ___) (Last Name): Karen Lynn Wallace

2 Print FULL NAME GIVEN YOU AT BIRTH: Karen Lynn Wallace

3 PLACE OF BIRTH (City) (County if known) (State): Los Angeles, Los Angeles, California

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name): Janae Ann Smith

5 FATHER'S FULL NAME (Regardless of whether living or dead): John Ralph Wallace

6 YOUR DATE OF BIRTH (Month) (Day) (Year): 9 11 60

7 YOUR PRESENT AGE (Age on last birthday): 16

8 YOUR SEX: MALE ☐ FEMALE ☒

9 YOUR COLOR OR RACE: WHITE ☒ NEGRO ☐ OTHER ☐

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☒ DON'T KNOW ☐ YES ☐ (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P.O. Box, or Rural Route) (City) (State) (Zip Code): 38744 Mission Street, San Diego, CA 95638

12 TODAY'S DATE: 1-19-77

13 TELEPHONE NUMBER: 328-4075

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE (Do Not Print): Karen Lynn Wallace

TREASURY DEPARTMENT Internal Revenue Service FORM SS-5 (5-74)

☐ RE'SCREEN ☐ ASSIGN ☐ DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

Activity 3

APPLYING FOR A SOCIAL SECURITY NUMBER

DO YOU ALREADY HAVE A SOCIAL SECURITY CARD AND NUMBER?

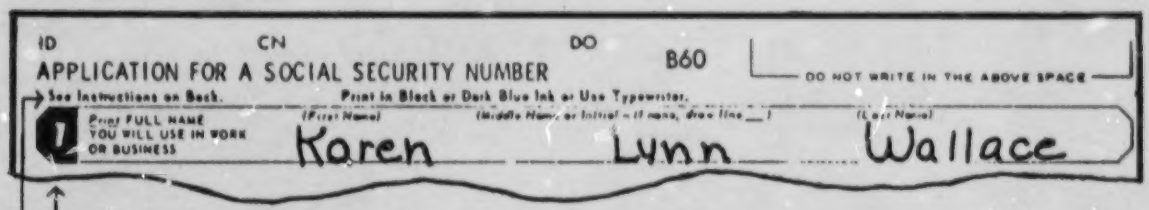
YES ☐ Turn to your answer packet and write your number on the sample card in your packet.

NO ☐ Ask your teacher for a Social Security application form. As you fill it out, refer to the illustration which follows:

FILL IN ALL BLANKS!

NOTICE . . . the numbers from 1 to 14. So you will not miss something important, follow these numbers in order when filling out the form.

READ.... AS YOU FILL OUT YOUR OWN CARD!!!



BEFORE YOU BEGIN . . .

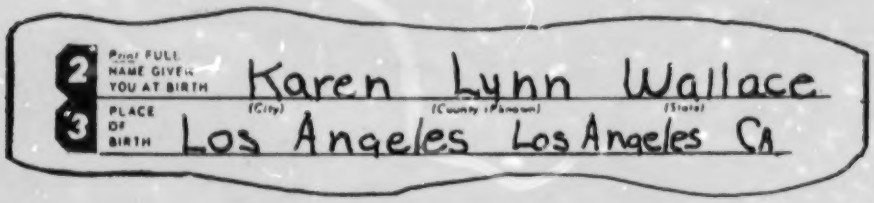
* DO NOT WRITE ANYTHING ABOVE THE NUMBER 1 SQUARE!!!!

* RIGHT UNDER THE WORDS *Application for a Social Security Number,* in small letters, it says "See Instructions on Back and PRINT

IN **BLACK** or **DARK BLUE** ink or use TYPEWRITER.

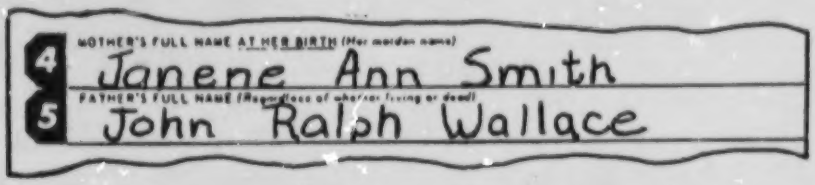
FOLLOW EACH STEP BELOW AS YOU FILL OUT YOUR SOCIAL SECURITY CARD APPLICATION.

1. PRINT FULL name you will use in work or business. If you do not have a middle name, draw a line through the space at that point. Your Social Security card will be typed with the name you show in item 1. However, if you want to use the name shown in item 2, attached a signed request to this form.



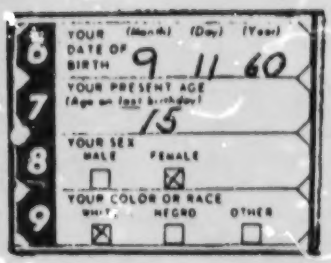
2. PRINT *FULL* name given to you at birth. The one on your birth certificate.

3. If not born in the USA, enter the name of the country in which you were born.


4
MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)
Janene Ann Smith
5
FATHER'S FULL NAME (Regardless of whether living or dead)
John Ralph Wallace

4. Mother's FULL name AT HER BIRTH (her maiden name – name before she was married the *first* time.

5. Father's FULL NAME (regardless if he is living or dead). If a stepfather, adopting father, or foster father is shown, include the relationship after name; for example, John H. Jones, stepfather."

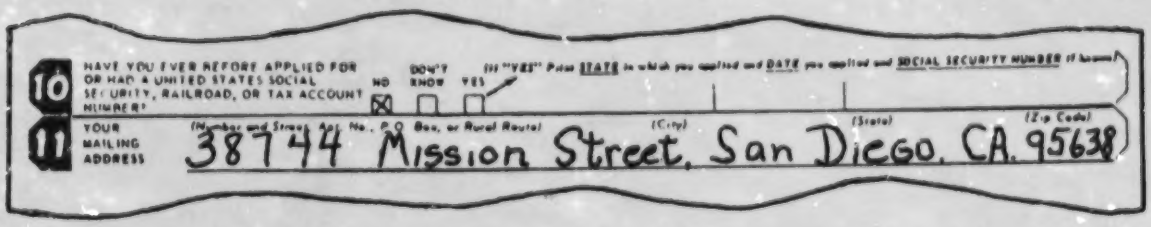


6. THE month, day and YEAR YOU WERE BORN. Use numbers such as 1-11-60 for January 11, 1960.

7. The age you are today even if your birthday is tomorrow.

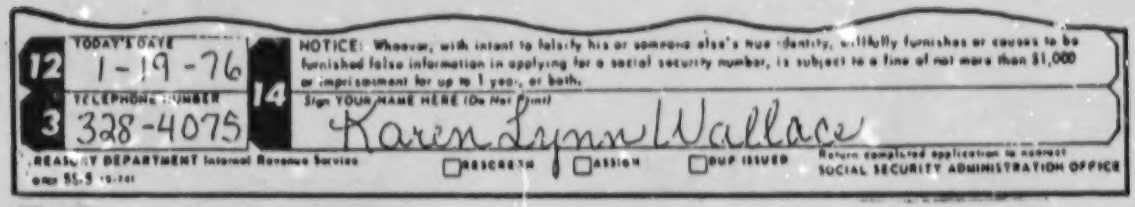
8. Are you a boy (Male) or girl (Female).

9. Your color or Race – 3 races Caucasion (White), Negro (Black), Other (Mexican/American, Indian, Chinese, etc.)



10. If you have ever before filled out an application like this for a Social Security, railroad, or tax number, check "yes" even if you never received your card. If you check "yes", give the name of the state and the approximate date on which you applied. Also, enter your social security number if you did receive the card and remember the number. You may find your number on an old tax return, payroll slip, or wage statement.

11. If you get your mail in the country, without a street address, show your R. D. Route, and Box number, if at the post office, show your P. O. Box No.; if there is no such way of showing your mailing address, show the town or post office name. If mail under your name is not normally received at the address which you show, use an "in care of" address.


12
TODAY'S DATE
1-19-76
13
TELEPHONE NUMBER
328-4075
14
NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.
Sign YOUR NAME HERE (Do Not Print)
Karen Lynn Wallace
DUP ISSUED
SOCIAL SECURITY ADMINISTRATION OFFICE

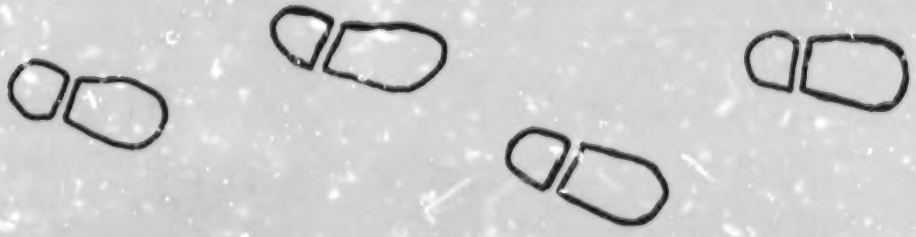
12. Today's DATE.

13. The telephone number where you live.

14. SIGN your name as usually written. DO NOT PRINT unless this is your usual signature.

Finished?

GOOD! TAKE THE COMPLETED APPLICATION FORM TO YOUR INSTRUCTOR TO BE CHECKED!!!



AFTER your instructor has checked your application form, mail it to the address given on the back side of the application!

KEEP *YOUR* SOCIAL SECURITY CARD WITH *YOUR* NUMBER IN A SAFE PLACE. IT IS VALUABLE AND YOU DON'T WANT TO LOSE IT! IF YOU DO, CONTACT THE NEAREST SOCIAL SECURITY OFFICE. YOU WILL FIND THE OFFICE LISTED IN THE TELEPHONE DIRECTORY UNDER UNITED STATES GOVERNMENT, HEALTH, EDUCATION, AND WELFARE, Social Security Office.

POCKET DATA SHEET

YOU NEED SOME MORE

INFORMATION !

WHEN you fill out a job application form, you will need some specific information. One way of being sure you will have all the necessary information is to fill out, and carry with you, a POCKET DATA SHEET. This is a small form with all the information you will need to fill out the job application form. It creates a good impression when you come to the personnel office well prepared. First impressions sometimes determine whether you get the job or not.

DON'T TRUST YOUR MEMORY!

POCKET DATA SHEET

Know WHAT Facts To Have Ready

Personal Information

47892 Wall Street		529-4680	1-17-60
580-48-9268	N/A		

Education and Training

Westmont High School		11	June 1976
none			
ROP Retail Merchandising			Certificate

Employment Record

The Burger Place, 689 Main Street Fort Bragg, CA 94501			
Counter clerk	June 1975-Sept 1975		$4.65/hr
Mr. and Mrs. Carl Cook 4205 C Street, Arcata, CA 94505			
Babysitter Part-time	1974 - Present		$1.00/hr
Mr. and Mrs Tom Place 4208 C Street Arcata, CA 94505			
Gardener Part time	1974 - Present		$1.50/hr

References (Other than Relatives)

Mrs. Ann Betts, Westmont H.S. 399 South St Westmont	320-4896
Mr John Ayes 233 West DSt Clovis CA 93015	482-2903
Rev Don Thomas P.O Box 69 Westmont CA 95501	321-6025

PLAN AHEAD – Know WHERE To Go

JOB LEADS AND RECORD OF CONTACTS

EMPLOYER	ADDRESS	DATE APPLIED	RESULTS
Ace Hardware	289 E Street		
Fast-Food Counter	2809 South Street		
Standard Service Station	Corner 1st and D		

DE 3110 REV. 5 (3-70) STATE OF CALIFORNIA – EMPLOYMENT DEVELOPMENT DEPARTMENT

Know WHAT Facts To Have Ready

Inside, enter personal information and other facts you'll need while looking for work.

Know WHERE To Look

Consider these sources for job leads:

1. Direct employer contacts.
2. Friends and relatives.
3. Federal, State, County, and local government.
4. Private employment agencies.
5. Public employment offices.
6. Former employers.
7. Newspapers, major and local, for Classified Ads, news articles about new plants, company expansions, and business trends.
8. Telephone Directory Yellow Pages.
9. Unions.
10. Trade Associations.
11. Community Service Agencies.
12. Vocational institutions.
13. Public Library – Ask Librarian for trade journals, vocational publications, and other job information.

PLAN AHEAD – Know WHERE To Go

Inside, record job leads, results of your contacts, and any follow up action necessary.

Know HOW To Handle Job Interviews

Points to remember:

1. Dress neatly and appropriately.
2. Be prompt.
3. Fill out application neatly and completely.
4. Wait to be asked before sitting down.
5. Smoke only by invitation. Don't chew gum.
6. SMILE, LOOK directly at the person talking to you, and LISTEN.
7. Speak clearly. Answer questions honestly.
8. Learn as much as you can about the job you're applying for.
9. Bring out, if possible, how employer can benefit by hiring you.
10. Thank your interviewer for his time and consideration.

STOP – Read this guide for tips!

LOOK – What have you missed?

LISTEN – And take the right approach!

Landing a job is not plain luck! Successful job-seekers plan their search. Whether you are an unemployed applicant, a newcomer to the business world, or a worker looking for a change, you'll find this guide helpful. Tuck this folder in your pocket, wallet or purse to use as handy reference.

If you desire assistance, our interviewers will be happy to offer their help in planning your search for work.

GET

THAT

JOB!

TO COMPLETE YOUR POCKET DATA SHEET, YOU WILL NEED:

PERSONAL INFORMATION

- Your Social Security Number
- Your home address (know how to spell it!)
- Your telephone number
- Your ZIP CODE

EDUCATION

- The name and ADDRESS (include ZIP CODE) of the high school you attended.
- The name and ADDRESS of other schools you have attended!
- The names and addresses of other people you have worked for. Include baby-sitting or other paid work.
- The names, addresses and telephone numbers of people who know you and the kind of work you can do, who can recommend you such as teachers or close friends of the family. You will need 3 or 4 of these. DO NOT USE RELATIVES.
- Under the listing PLAN AHEAD, KNOW WHERE TO GO, make a list of classes or skills which would help you to get a job.

Activity 4

Turn to your Working Papers and fill out the Pocket Data Sheet. If you have any problems, see your teacher! Fill in all blanks!

REMEMBER

Addresses

include

ZIP CODES!

THE APPLICATION FORM

SINCE YOU HAVE ALREADY COMPLETED YOUR POCKET DATA SHEET, THE JOB APPLICATION FORM SHOULD BE EASY! USE THE INFORMATION FROM YOUR POCKET DATA SHEET TO FILL OUT YOUR JOB APPLICATION BLANK.

Employment Application

Name: Melvin Douglas Brown — Date: June 8, 1977 — Social Security No: 580-42-9288
Address: 47892 Wall Street Westmont CA 94830 — How long? 6 years — Phone: 829-4580
Birth Date: 1-17-60 — If you are not a U.S. citizen, what type visa do you have? N/A
Type of Work Desired: Service Attendant

Education	Name of School	Location of School	No. Graduated	Degree Received	Major Subject
Last Grade or High School	Westmont High School 399 South Street	Westmont, CA 94830	3 ✓		Business
Business or Trade Schools	Westmont ROP 800 South Street	Westmont CA 94830			Retail Merchandising
College or Universities	None				

Previous Employment — List all employment, with present or last job first. Exclude only service, military school vacation jobs where significant. If self-employed, state nature of business. Unless you note otherwise, this Company may contact all those listed. (For marine experience, note vessel's name, flag, owner, rank/rating, tonnage or type.)

From Mo. Yr.	To Mo. Yr.	Approx. No. Hrs. Per Wk.	Name & Address of Employer	Nature of Job (or Marine Rating) & Supervisor's Name	Wage or Salary	Reason for Leaving
6 75	9 75	40	The Burger Place 498 Main Street Fort Bragg	Counter Clerk Mgr/Mr. Agnew	$2.65 hour	Summer Job Only
- 74	Pres.	6	Mr+Mrs Carl Cook 4203 C Street Arcata 9552	Babysitter	$1.00 hour	—
- 74	Pres.	4	Mrs Mrs. Tom Place 4208 C Street Arcata 955	Gardener	$1.50 hour	—

Military Record — List present or last service first.

From Mo. Yr.	To Mo. Yr.	Active or Reserve	Branch of Service	Rank/Rate	Specialization	Discharge Honorable	Other (Explain)
			N/A				

An Equal Opportunity Employer

WHEN YOU GO TO APPLY FOR A JOB, TAKE WITH YOU:

* A BLACK OR BLUE PEN
* A COMPLETED POCKET DATA SHEET
* A POCKET DICTIONARY

DO NOT *MISSPELL* ANY WORDS ON YOUR APPLICATION FORM, *ESPECIALLY THE NAME OF THE JOB* YOU ARE APPLYING FOR.

AFTER YOU LEAVE . . .

THAT APPLICATION FORM . . .

IS

YOU

NEARLY ALL APPLICATION BLANKS SAY TO

PRINT

CLEARLY

A B C D E F G H I J K L
M N O P Q R S T U V
W X Y Z

FILL IN ALL BLANKS EVEN IF IT IS WITH THE WORDS NONE, NA (not applicable)
OR A SHORT STRAIGHT LINE

If you were of military age during a war period
and did not serve, give reason for not serving NA

Number of Children NONE

US Military Service ———

Read through the entire application form before you start to fill it out. This way you will know what information it asks for and not make mistakes like the one shown on the next page. Remember, errors sometimes indicate a "careless" or "don't care" attitude.

OOP'S an ERROR!!!

APPLICATION FOR EMPLOYMENT

Name Karen Lynn
LAST FIRST MIDDLE

Address
STREET OR RFD CITY AND STATE

WHAT DO I DO NOW ??

EMPLOYMENT APPLICATION

PRINT NAME Wallace, ~~Karen~~ ~~Karen~~ ~~Lynn~~ Lynn
Last First Middle

ADDRESS CITY

DRAW *ONE* NEAT STRAIGHT LINE THROUGH THE ERROR AND PRINT THE CORRECT INFORMATION ABOVE YOUR ERROR CLEARLY !!! (NEATLY)

AVOID MAKING ERRORS!!! READ CAREFULLY! BUT . . . sometimes errors are made and a new form is not available.

HOW TO DO IT YOURSELF

Activity 5

Turn to your Working Papers and find the job application forms. Complete Form 1 using your own personal information. If you have trouble, look at the following illustrations. Use your pocket data sheet!

* USE INK – BLUE or BLACK, NO FELT PENS
* SPELL CORRECTLY!
* CORRECT ERRORS NEATLY!
* FILL IN ALL BLANKS

READ

INSTRUCTIONS

CAREFULLY

• • •

THE 1ST STEP:

READ AS YOU FILL OUT YOUR APPLICATION!!!

Chevron

Employment Application

Please first read the Applicant Statement on the reverse side. Then fill out the application in your own handwriting or printing. Be accurate and complete. Information you give will not be used for purposes prohibited by law.

Name (First)	(Middle)	(Last)	Date	Social Security No.
Melvin	Douglas	Brown	June 8, 1977	582-48-9268

Address (No./Street)	(City)	(State)	(Zip)	How long?	Phone
47892 Wall Street,	Westmont,	CA	94530	6 yrs.	329-4680

Birth Date	The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.	If you are not a U.S. citizen, what type visa do you have?
1-17-60		N/A

Type of Work Desired: Service Attendant

1. LOOK AT THE APPLICATION . . . DOES IT SAY PRINT OR WRITE IN YOUR OWN HANDWRITING?

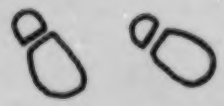
2. DO YOU PUT YOUR LAST NAME FIRST? OR DO YOU WRITE YOUR FIRST NAME FIRST?

3. HOW LONG MEANS "How long have you lived at this address?

4. BIRTH DATE MEANS THE YEAR YOU WERE BORN AS WELL AS THE MONTH AND DAY.

5. BE SURE TO KNOW WHAT JOB YOU ARE APPLYING FOR AND *HOW TO SPELL IT.* Always list the name of a job. NEVER say *anything.*

THE 2ND STEP:



Education	Name of School	Location of School	No. Graduated Yrs.	No	Yes	Mo.	Yr.	Degree Received	Major Subject
Last Grade or High School	Westmont High Sch. 399 South Street	Westmont, CA 94530	3	✓					Business
Business or Trade Schools	Westmont ROP 300 South Street	Westmont CA 94530	1		✓				Retail Merchandising
Colleges or Universities	None								

1. WRITE THE NAME OF THE HIGH SCHOOL YOU ARE NOW ATTENDING.

2. LOCATION MEANS NUMBER, STREET, TOWN, STATE AND ZIP CODE.

3. ABBREVIATIONS: No. Yrs. Number of years you attended
   Graduated No Yes Mo. Yr. Means if you have graduated, then what month and year.

4. MAJOR SUBJECT MEANS WHAT DEPARTMENT DID YOU TAKE THE MOST CLASSES IN SUCH AS BUSINESS, INDUSTRIAL ARTS, HOMEMAKING, COLLEGE PREP., ETC.

go on

THE 3RD STEP:

Previous Employment List all employment with present or last job first. Exclude military service. Include school vacation jobs where significant. If self-employed, state nature of business. Unless you note otherwise, the Company may contact all those listed. (For marine experience, note vessel's name, flag, owner, reciprocating, turbine or diesel.)

From Mo.	From Yr.	To Mo.	To Yr.	Approx. No. Hrs. Per Wk.	Name & Address of Employer	Nature of Job (or Marine Rating) & Supervisor's Name	Wage or Salary	Reason for Leaving
6	75	9	75	40	The Burger Place 688 Main Street, Fort Bragg 94501	counter clerk /Mr. Agnew	$1.65	Summer Job Only
-	74	Pres.		6	Mr. & Mrs. Carl Cook 4205 C Street, Arcata 94505	Babysitter	$1.00 hour	—
-	74	Pres.		4	Mr. & Mrs. Tom Place 4208 C Street, Arcata, CA 94505	Gardener	$1.80 hour	—

1. LIST ALL EMPLOYMENT, WITH THE JOB YOU HAVE NOW LISTED FIRST. INCLUDE SCHOOL VACATION JOBS, IF YOU WERE PAID. REMEMBER, ADDRESS INCLUDES NUMBER, STREET, CITY, STATE, AND ZIP CODE.
2. LIST THE LAST JOB YOU HAD NEXT.
3. LIST THE JOB BEFORE YOUR LAST JOB.

THE 4TH STEP:

Military Record List present or last service first.

From Mo.	From Yr.	To Mo.	To Yr.	Active or Reserve	Branch of Service	Rank/Rate	Specialization	Discharge Honorable	Other (Explain)
					N/A				

An Equal Opportunity Employer

GO-307 (05-8-75)
Printed in U.S.A.

1. IN THE SPACE UNDER *BRANCH OF SERVICE*, DRAW A STRAIGHT LINE OR PUT N/A IF YOU HAVE *NOT* BEEN IN THE MILITARY SERVICE.

THE 5TH STEP:

General Information

1.a. List any physical limitations or chronic illnesses. None

b. Are you receiving compensation for any injury, illness or disability? ☐ Yes ☒ No If "Yes" describe and give percent of rating, if any.

—

2. Foreign Languages You Speak Fluently None Read None

3. Licenses Held (Auto Driver, Truck Driver, Pilot, Marine, Radio, etc.)
Auto D0629229

4. Special or Occupational Skills (Typing, Shorthand, Machine Operator, etc.)
Retail Merchandising — Type 45 Net words per minute

1. LIST ONLY A MEDICAL PROBLEM THAT YOU HAVE TODAY.

2. YOU WOULD ANSWER *YES* TO b. IF YOU WERE INJURED ON A JOB AND ARE NOW RECEIVING COMPENSATION (MONEY), OTHERWISE CHECK *NO*.

3. SPECIAL OR OCCUPATIONAL SKILLS: LIST TYPING SPEED AND ACCURACY, SHORT-HAND, MACHINES, BOOKKEEPING, OR ANY OTHER SKILLS YOU HAVE LEARNED IN SCHOOL.

Activities & Interests Exclude any organization or society the name of which indicates the race, religious creed, color, national origin or ancestry of its members.

1. School Activities (Sports, Student Government, Honors, etc.)
Football, Basketball, Track, Tennis — Junior Class Officer
California Scholarship Federation

2. Outside Interests (Hobbies, Community Activities, etc.)
Sports, hiking, reading, cars
Volunteer summer youth program 2 years, City of Westmont

1. IN THE SPACE PROVIDED FOR SCHOOL ACTIVITIES, INCLUDE SPORTS, CLUBS, SPIRIT GROUPS IN WHICH YOU PARTICIPATED OR SCHOLARSHIPS OR AWARDS YOU RECEIVED.

2. UNDER OUTSIDE INTERESTS, BE SURE TO INCLUDE VOLUNTEER SERVICES. THEY INDICATE YOU ARE WILLING TO WORK OVER AND ABOVE WHAT IS REQUIRED OF YOU.

THE 6TH STEP:

References

1. List two references other than relatives, persons employed by this company, and those for whom you have worked.

Name: Mrs. Ann Batts, Westmont High School	Occupation: Teacher	Years Known: 2 years
Address: 399 South Street, Westmont 94530	☐ Personal Friend ☐ Business or Professional Acquaintance	
Name: Mr. John Ayes, 233 West D Street	Occupation: City Volunteer Director	Years Known: 2 years
Address:	☐ Personal Friend ☐ Business or Professional Acquaintance	

2. List any relatives, including those by marriage, employed by this company.

Name: None Relationship:

Name: Relationship:

3. Have you ever been convicted of a crime (other than minor traffic violations)? ☐ Yes ☐ No If "Yes", when and where and describe offense (Do not include arrests which did not result in conviction.)

1. NOTICE THE NUMBERS 1, 2, AND 3. DO NOT SKIP ANY BLANKS. USE YOUR POCKET DATA SHEET. USE *COMPLETE* ADDRESSES! BE SURE YOU HAVE PERMISSION TO USE THESE NAMES FOR PERSONAL REFERENCES.

Applicant Statement

The information given is true and correct, and I understand that if I am employed, any misrepresentation, false statement, or omission of consequence herein, found by the Company at any time, will be sufficient cause to terminate my employment. I also authorize the Company (except as otherwise noted) to obtain from others, information believed by the Company to be pertinent to my employment.

Signature: Melvin Douglas Brown

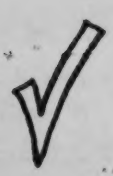
For Company Use

Date	Interviewed by	Remarks

1. *READ THE APPLICANT STATEMENT. ALL STATEMENTS MUST BE TRUE!* IF YOU LIE ABOUT ONE THING SUCH AS YOUR AGE, YOUR EMPLOYER MAY THINK THAT HE CANNOT TRUST YOU IN OTHER AREAS. ALSO, YOU MAY LOSE YOUR JOB FOR MAKING FALSE STATEMENTS.

2. SIGN YOUR NAME. DO NOT WRITE BELOW YOUR SIGNATURE!

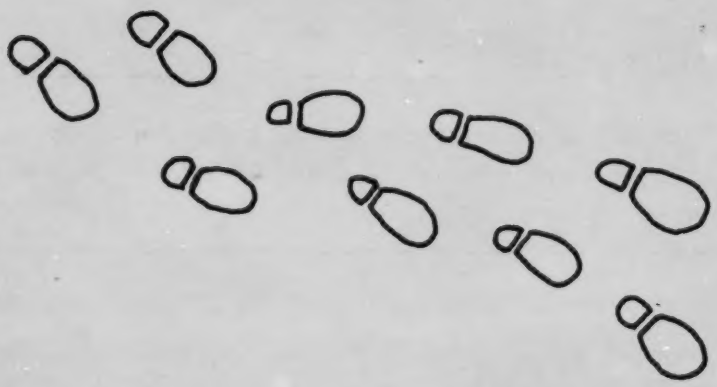
...before you go



CHECK YOUR WORK:

- DID YOU USE BLUE OR BLACK INK? ☐
- DID YOU NEATLY CORRECT ANY ERRORS? ☐
- DID YOU FILL IN ALL BLANKS? ☐
- DID YOU USE COMPLETE ADDRESSES IN THE REFERENCE SECTION? ☐
- DID YOU SIGN YOUR APPLICATION? ☐

TAKE YOUR COMPLETED APPLICATION FORM TO YOUR TEACHER FOR EVALUATION!



Activity 6

Turn to your Working Papers and complete these other questions you may find on an application form! They are on Page 7 of your Working Papers.

1. Have you ever been suspended or discharged from employment? _____
   _____

2. How many days did you miss from work or school in the past year?
   _____ Why? _____

3. How old are you? Under 16____ ; 16 to 20____ ; 21 to 40____ ; 41 to 55____;
   56 to 65____ ; Over 66_____.

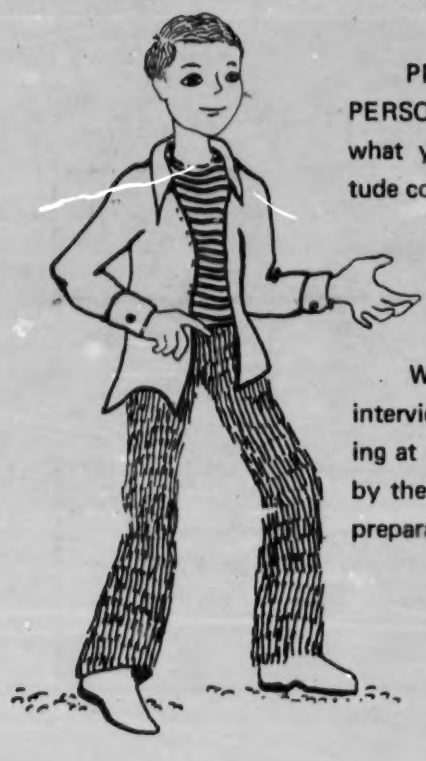
4. Are you a licensed motor vehicle operator? _____
   License Number _____

5. If employed by us, will you be performing any renumerative work elsewhere?_____
   If yes, explain _____

Activity 7

Turn to your Working Papers and use Application Forms 2 and 3. Complete both forms using your own personal information. If you have trouble, look at the illustration or see your teacher.

THE PERSONAL INTERVIEW



PROBABLY the most important part of applying for a job is the PERSONAL INTERVIEW! The first impression counts! How you look, what you wear, what you say verbally and nonverbally, and your attitude count.

When applying for a job in a small business, you will probably be interviewed by the owner or manager of the business. If you are applying at a department store or other large business, you may be interviewed by the personnel manager. Of course you will be nervous, but with a little preparation you will be ready for the interview.

The purpose of the personal interview is to allow the employer to learn as much as possible about you and your qualifications for the job. He will be looking at:

- ☒ Your attitude toward work and people.
- ☒ Your education and work experience.
- ☒ Your reliability.
- ☒ Your future plans.
- ☒ Your ability to represent his company favorably.
- ☒ Your personality.

The interview also gives you a chance to learn about the company and the job for which you are applying.

Activity 8

CHECK OUT THE FILM STRIP "THE PERSONAL JOB INTERVIEW" FROM YOUR TEACHER. You will need the Working Papers for ACTIVITY 8. Be sure you have a pen or pencil handy also.

Activity 9

TURN TO WORKSHEET 9 in your Working Papers and follow the directions closely! When you are finished, turn your Working Papers in to the teacher.

Activity 10

During the personal interview, there are often questions about you and what you like to do. It is important that you think about these questions before you are actually asked. Turn to ACTIVITY 10 in your Working Papers and complete the questions the best you can.

PUT YOUR BEST SELF FORWARD

REMEMBER! You want to make a good impression on the person interviewing you. CHECK the following things before your interview:

* Take 2 BLACK or BLUE pens with you.
* If you are applying for a job requiring a typing skill, take a typing eraser.
* Learn something about the company before you apply.
* Tell someone who you are and what you are there for when you arrive for the interview.
* Dress appropriately. NEAT and CLEAN!
* Go alone!!
* Sit up and look interested in what you are doing.
* Take your pocket data sheet with you so you have all the information you need.
* Be friendly, but don't hang around after the interview is over.
* Don't smoke or chew gum.
* Know the name of the job you are applying for.

BE

* PREPARED
* ENTHUSIASTIC
* FRIENDLY
* POISED
* CONFIDENT

IT JUST MIGHT OPEN UP

A WHOLE

NEW WORLD

THE W-4 FORM

Once you obtain your job, you will be asked to fill out an EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (W-4 Form) for your employer. This form tells the employer how much income tax he needs to take out of your paycheck to send to the Internal Revenue Service. (Federal Government). If he sends too little, at the end of the year you may have to pay a large amount of additional tax to the government. If he takes out too much, you will receive a refund. To receive a refund, you *MUST* apply for it by filing an income tax return.

Form W-4 (Revised April 1975)

Employee's Withholding Allowance Certificate

(Use for wages paid after April 30, 1975 and before January 1, 1976)

The explanatory material below will help you determine your correct number of withholding allowances, and will assist you in completing the Form W-4 at the bottom of this page.

Avoid Overwithholding or Underwithholding

By claiming the proper number of withholding allowances you are entitled to, you can let the amount of tax withheld from your wages be your tax liability. To report on to the allowances for persons' exemptions to be claimed in items (a) through (g) below. Be sure you claim any additional allowances you are entitled to in item (h), "Special withholding allowance," and item (i), "Allowance(s) for itemized deductions." While these allowances may be claimed on Form W-4 for withholding purposes, they are not to be claimed when "Exemptions" on your tax return Form 1040 or Form 1040A.

You may claim the special withholding allowance if you are living with only one employer, or married with only one employer and your spouse is not employed. If you have unusually large itemized deductions, you may claim the allowance(s) for itemized deductions to avoid having too much income tax withheld from your wages. On the other hand, if you and your spouse are both employed or you have more than one employer you should take steps to assure that enough has been withheld. If you find that you need more withholding, claim fewer exemptions or ask for additional withholding. If you are currently claiming additional withholding allowances based on itemized deductions, stress the table on the back to see that you are claiming the proper number of allowances.

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points. If you are single and have a main (only) job, you may not claim the same allowances with more than one employer at the same time; or if you are married and both you and your spouse are employed, you may not claim the same allowances with your employer at the same time. A nonresident alien, other than a resident of Canada, Mexico, or Puerto Rico, may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1	1
(b) Allowance for your spouse—enter 1	
(c) Allowance for your age—if 65 or over—enter 1	
(d) Allowance for your spouse's age—if 65 or over—enter 1	
(e) Allowance for blindness (yourself)—enter 1	
(f) Allowance for blindness (spouse is)—enter 1	
(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your spouse.*	
(h) Special withholding allowance—if you are single with only one employer, or married with only one employer and your spouse is not employed—enter 1**	1
(i) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from the table on back**	
(j) Total—add lines (a) through (i) above. Enter here and on line 1, Form W-4 below	2

* If you are in doubt as to whom you may claim as a dependent, see the instructions which come with your last Federal income tax return or ask your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

See Table on Back if You Plan to Itemize Your Deductions

Completing Form W-4—If you find that you are entitled to one or more allowances in addition to those which you are now claiming, increase your number of allowances by completing the form below and giving it to your employer. If the number of allowances you previously claimed decreases, you must file a new Form W-4 within 10 days (should you expect to have more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances in line 1, or by asking for additional withholding on line 2 or both.)

▼ Give the bottom part of this form to your employer; keep the upper part for your records and information. ▼

Cut along this line

Form W-4 (Rev. April 1975) Department of the Treasury Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name: Melvin Douglas Brown

Your social security number: 580-98-9269

Home address (number and street or rural route): 47992 Wall Street

Marital status: ☒ Single ☐ Married (If married but legally separated or spouse is a nonresident alien, check the single box.)

City or town, State and ZIP code: Westmont, CA 94530

1 Total number of allowances you are claiming 2

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▸ Melvin Douglas Brown Date ▸ June 8, 19 77

Activity 11

Remove Worksheet 11 from your Working Papers. Look it over carefully. It looks hard, but if you follow along with the instructions which follow you can do it!

Line a — If you are single and work at one job, enter 1

If you hold more than one job, you may claim 1 allowance at only 1 place you work.

Line b — If you are married and your spouse (wife or husband) does not work, enter 1 after line b *and* line a.

If you are married and your spouse (wife or husband) does work, do not take an allowance in line b.

Line c, d, e, and f do not apply to you.

Line g — If you have one or more children, you may enter the number you have on line g. Do not include yourself or your spouse.

Line h — If you are single with only one employer, or married with only one employer, and your spouse is not employed, you may enter another 1 on line h.

Line i — Now total lines which you have entered a number and enter on line i.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1	1
(b) Allowance for your spouse—enter 1	
(c) Allowance for your age—if 65 or over—enter 1	
(d) Allowance for your spouse's age—if 65 or over—enter 1	
(e) Allowance for blindness (yourself)—enter 1	
(f) Allowance for blindness (spouse's)—enter 1	
(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your spouse *	
(h) Special withholding allowance—if you are single with only one employer, or married with only one employer and your spouse is not employed—enter 1**	1
(i) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from the table on back**	
(j) Total—add lines (a) through (i) above. Enter here and on line 1, Form W-4 below	2

* If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

At the bottom of the page, TYPE or PRINT your FULL NAME, social security number, address, city or town, state and zip code, your marital status and the TOTAL number of allowances you are claiming. SIGN and DATE the form.

See Table on Back if You Plan to Itemize Your Deductions

Completing Form W-4.—If you find that you are entitled to one or more allowances in addition to those which you are now claiming, increase your number of allowances by completing the form below and filing it with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W-4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1, or by asking for additional withholding on line 2, or both.)

▼ Give the bottom part of this form to your employer; keep the upper part for your records and information ▼

Cut along this line

Form W-4
(Rev. April 1975)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name: John Andrew Brown

Your social security number: 550-22-0672

Home address (Number and street or rural route): 5725 Ocean View Avenue

City or town, State and ZIP code: San Diego, California 94058

Marital status
XX Single ☐ Married
(If married but legally separated, or spouse is a nonresident alien, check the single block.)

1 Total number of allowances you are claiming 2

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ John Andrew Brown Date ▶ February 8, 1976

TAKE YOUR W-4 FORM TO YOUR INSTRUCTOR AND HAVE IT CHECKED!

THEN TAKE THE POST-TEST ON PART A! GOOD LUCK!!

WORDS AND MEANINGS

(MUST KNOW FOR POST TEST)

BEFORE you continue this unit, you will need to become familiar with some words and their meanings. Know these for your test on Part A.

ADVERTISEMENT	A notice commonly found in a newspaper informing the public about a product or job opening.
AGENCY (employment)	A company which helps people to find jobs. Many charge fees for the service.
APPLICANT	A person who is applying for a job.
APPLICATION FORM	A questionnaire which tells the employer the information about the person applying for a job.
APPLY	To ask for a job – by filling out an application – calling – going in person.
DATA SHEET	Resume' – a typed sheet telling an employer all the qualifications you have for a job, your address and the names of people who will recommend you.
DEDUCTIONS	Money taken from your paycheck to cover insurance, Social Security, Income Tax, and other miscellaneous items.
DEPENDENT	A person who lives with you and you care for.
ENCLOSE	To send with a letter or application. To put into the same envelope with something else.

EMPLOYEE	A person working for someone.
EMPLOYER	Someone who hires people to work for them.
EMPLOYMENT AGENCY	A business which helps people to find jobs. They usually charge a fee.
EXEMPTION	On income tax or W-4 form – allowable amount set aside for yourself or dependents upon you for which you do not have to pay income tax.
EXPERIENCE	Previous activities you have participated in which would help you to perform a job.
FEDERAL WITHHOLDING TAX	The amount held from a paycheck towards the income tax due at the end of the year.
FRINGE BENEFITS	Extras from which you benefit, but the employer pays for. Includes Medical Insurance, Dental Insurance, Sick Leave, Vacations, etc.
FULL-TIME	To work a set number of hours per week. Usually 35 to 40.
GROSS PAY	The total amount of wages you earn before taxes or other deductions.
HOBBIES	Activities which you enjoy doing in your spare time. Reading, sewing, sailing, backpacking, cooking and football are all hobbies.
INTERVIEW	A person applying for a job meeting with an employer.
LEGIBLE	To be able to read it.
MANAGER	The person who directs or handles the business.
MISDEMEANOR	Breaking the law in a minor way as a traffic violation or disturbing the peace.
NET PAY	The amount you receive on your paycheck after deductions are made for Social Security, Income Tax and SDI.
OVERTIME	Time beyond the regular hours.
PART-TIME	To work fewer hours than a full-time employee. Can be temporary or permanent. Often paid hourly.

PERMANENT	Job will continue indefinitely.
PERSONNEL MANAGER	The person who does the hiring for a company.
POSITION	A job title or opening.
REFERENCE	A statement by a person who knows the kind of work you do and how responsible you are.
RENUMERATION	Pay for work. Money received because of injury on the job.
REPLY	Answer.
RESUME	A typed sheet telling an employer all the qualifications you have for a job, your address and the names of people who will recommend you.
SALARY	An amount of money paid for a period of time's work regardless of the amount of days or hours in that time.
SOCIAL SECURITY	A special government fund required by law to which both the employer and employee must pay.
SPOUSE	The person to whom you are married.
SDI	State Disability Insurance.
STATE WITHHOLDING TAX	Money withheld from your check to pay California State Income Tax.
TEMPORARY	The job will be short. You will be hired for a certain length of time.
TRAINEE	A person who is to be trained for a specific job.
W-4 FORM	A government form which must be filled out before you can be paid which gives the employer information on how much income tax to take out of your pay.

THE RESUME (PERSONAL DATA SHEET)

Often, when advertising for a new employee, an employer will ask for a *RESUME'* (rez' u ma') to be sent before any personal contact is made. A *RESUME'* is a typed sheet telling an employer all the qualifications you have for a job, your address and the names of people who will recommend you. It is a good idea to make one up and to keep it up to date at all times in case you need it. It is also extremely important to be prepared when going to apply for a job. You will need to take with you information which will be needed when filling out an application blank. Such information includes: *personal information; skills* you have learned; *education; experience; hobbies;* and *references.* The resume' differs from the pocket data sheet. The pocket data sheet is for your own information and is to be used by you and not to be seen by the employer. The RESUME' is often seen and evaluated by the employer.

SUE ANN GREEN
42388 Seaside Drive
San Francisco, CA 94560
943-5557

EDUCATION: San Francisco High School, 4987 Mission Street, San Francisco, CA 94560.

Mission Junior High School, 3588 Stratton Street, San Francisco, CA 94560.

SKILLS: Shorthand 80 wpm
Typing 60 wpm
10-key adding machine
Printing Calculator
IBM Executive Typewriter
Transcription Machine

STUDENT ACTIVITIES: Yell Leader 2 years; Member of Spirit Group; Freshman Class Secretary, Member of California Scholarship Federation; Member of Science Club.

EXPERIENCE: Office Forms Incorporated, 23 Park Plaza, San Francisco, CA 94530. General Office Clerk Part time 1975-76.

San Francisco High School, 4987 Mission Street, San Francisco, CA 94560. Attendance Office Clerk 2 periods per day, 1975-76

Mrs. Ray Clark, San Francisco High School, 4987 Mission Street, San Francisco, CA 94560. Inside Work Experience. Typed, kept records, corrected papers, etc. 1974-75.

HOBBIES: Sewing, reading, backpacking, sailing, tennis, cooking, traveling.

REFERENCES: Miss Gladys Wong, 34567 Mason Street, San Francisco, CA 94560.

Mr. Alan Wente, 7854 Pine Street, San Francisco, CA 94560

Rev. Tom Thomas, First Methodist Church, 345 West Fifth, San Francisco, CA 94562.

A RESUME

HELPS YOU FILL OUT AN APPLICATION FORM

MAY BE SENT WITH A LETTER OF APPLICATION

KEEPS A RECORD OF THE NECESSARY INFORMATION NEEDED FOR A JOB

IS *YOUR* CALLING CARD

Activity 12

Turn to your Working Papers and do ACTIVITY 12. Answer all of the questions in your own handwriting. This activity will help you to get ready to make your own RESUME.

FINISHED? Take it to your teacher to be checked!

A RESUME' should be typed. If you do not know how to type, maybe a friend or a member of your family will do it for you. Remember, the Resume' will represent you to a future employer, so you will want to make a good impression. If you cannot type and you do not know anyone who can, see your instructor!

Examine carefully the FORM FOR TYPING on the next page. Then read carefully the sample resume' shown. If you have any questions, see your instructor.

Activity 13

On a clean sheet of typing paper, complete YOUR resume'. Remember, it must be NEAT, ACCURATE AND COMPLETE. YOUR RESUME' REPRESENTS YOU!

CORRECT ALL TYPING ERRORS!

When you are finished with this activity, turn it in to your instructor.

GOOD LUCK!

FORM FOR TYPING A RESUME'

YOUR NAME
Street Address (or Mailing Address)
City, State, Zip
Telephone Number

(Line 10) centered from 42 on pica type, 50 elite.

EDUCATION: Between each school, leave a blank line. See illustration on next page.

Leave a 1 inch margin on each side.

SKILLS:

1 inch

STUDENT ACTIVITIES:

EXPERIENCE: Between each experience, leave 1 blank line. See illustration on next page.

HOBBIES:

REFERENCES: Between each reference, leave 1 blank line. See illustration on next page.

SUE ANN GREEN
42388 Westside Drive
San Francisco, CA 94560
943-5557

EDUCATION: San Francisco High School, 4987 Mission Street, San Francisco, CA 94560

Mission Junior High School, 3568 Straton Street, San Francisco, CA 94560

SKILLS:

Shorthand 80 wpm	Printing Calculator
Typing 60 wpm	IBM Executive Typewriter
10-key adding machine	Transcription Machine

STUDENT ACTIVITES: Yell Leader 2 years; Member of Spirit Group; Freshman Class Secretary; Member of California Scholarship Federation; Member of Science Club.

EXPERIENCE: Office Forms Incorporated, 28 Park Plaza, San Francisco, CA 94536. General Office Clerk Part time 1975-76.

San Francisco High School, 4987 Mission Street, San Francisco, CA 94560. Attendance Office Clerk 2 periods per day, 1975-76.

Mrs. Ray Clark, San Francisco High School, 4987 Mission Street, San Francisco, CA 94560. Inside Work Experience. Typed, kept records, corrected papers, etc. 1974-75.

HOBBIES: Sewing, reading, backpacking, sailing, tennis, cooking, traveling.

REFERENCES: Miss Gladys Wong, 34567 Mason Street, San Francisco, CA 94560.

Mr. Alan Wente, 7854 Pine Street, San Francisco, CA 94560.

Rev. Tom Thomas, First Methodist Church, 345 West Fifth, San Francisco, CA 94562.

STOP!

DID YOU TURN

IN

YOUR LETTER-PERFECT

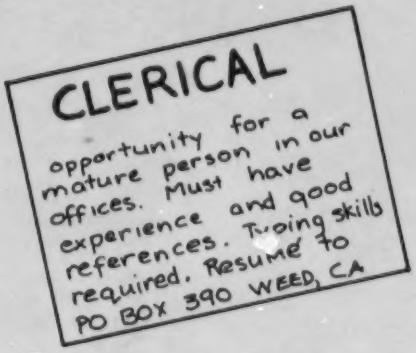
RESUME?

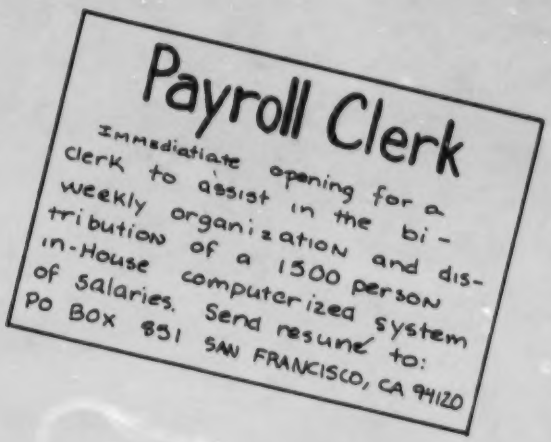
GOOD!

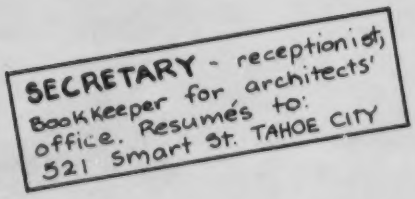
LETTER OF APPLICATION

Almost any day of the week, you can open your local newspaper to the classified section and find HELP WANTED ADS. Advertising job openings saves time and expense for the employer as well as for YOU.

Often times the only method of gaining an interview for a job is by writing a good letter of application and sending a resume!


CLERICAL
opportunity for a mature person in our offices. Must have experience and good references. Typing skills required. Resume to PO BOX 390 WEED, CA


Payroll Clerk
Immediate opening for a clerk to assist in the bi-weekly organization and distribution of a 1500 person in-House computerized system of Salaries. Send resume to:
PO Box 851 SAN FRANCISCO, CA 94120



DON'T
BE
DISCOURAGED!

If you follow a few easy steps,

writing a letter of application

WILL BE EASY!

The LETTER OF APPLICATION is often your first contact with a company. It can either "make" you or "break" you. Many companies use this letter to "screen out" (get rid of) the people who they do not want to work for their company. YOU MUST WRITE THIS LETTER CAREFULLY!

An application letter should include three (3) parts:

1. An introductory paragraph telling how you found out about the job. You want to get the reader's attention.

2. The main paragraph telling what skills, experience, and qualifications you have which would qualify you for the job.

3. A concluding paragraph expressing your desire for a personal interview and indicating where you can be reached.

OK, LET ME PUT IT IN SIMPLE TERMS:

- GET ATTENTION
- CREATE INTEREST
- SHOW YOUR PERSONALITY

} Main Paragraph

- MAKE IT EASY TO BE REACHED

If you still don't know what to do, let me give you some examples:

1. GET ATTENTION

(teacher)

The Kennedy High School work experience coordinator, Mr. Arnot, told me that you have an opening in your company for a bookkeeper.

OR

A friend of my father's, Mr. Jack Harper, told me you were interested in hiring four young people as trainees to learn computer programming. I would like to be considered for one of these positions.

OR

I am writing in regard to your advertisement for a dental assistant in the Sunday, January 6, Daily News. I would like to be considered for this position.

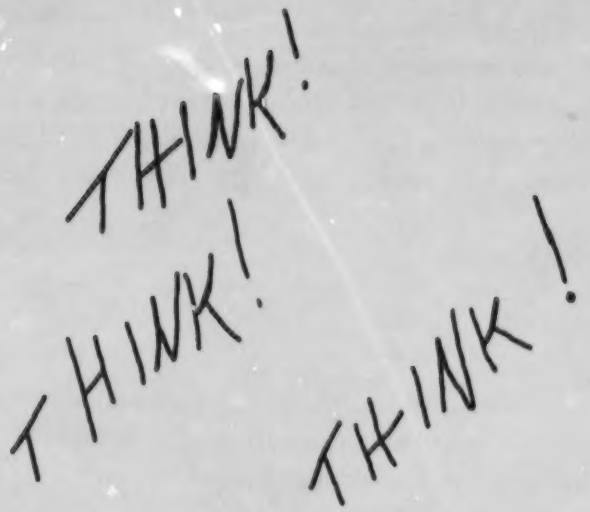
OR

Please accept my application for the job of office mail clerk which was advertised in the TIMES Tuesday, January 10.

SEE HOW EASY IT IS!

Activity 14

Turn to your Working Papers and write three (3) introductory paragraphs which YOU might use when writing a letter of application. Be honest. Make them YOU! (Page 16).



FINISHED??? Show your paragraphs to your instructor and have him (or her) discuss them with you.

2. CREATE INTEREST (sell yourself)

The main paragraph should tell what special qualifications you have to be considered for the job. Here you may also refer to the enclosed resume'.

As you will see on the enclosed Resume', I will graduate from High School in June, 1976. I have taken a complete business course preparing me for an office position. I also worked in the front office and greatly enjoyed both my classes and my work experience. I know I would like working for a company such as yours.

OR

For the past year, I have been working inthe school district offices after school. My responsibilities included the mail, taking dictation, typing, and some bookkeeping. I feel that this experience would prove to be invaluable if I were working for your company.

OR

In high school, I was very active in student government, the school newspaper, sports, and the outside work program. My typing skill is in excess of 50 net words per minute and I can take shorthand at 90 words per minute. I feel that I am well qualified for the position you wish to fill.

OR

Although I do not have any office experience, I have worked for the past two summers babysitting and caring for neighbors' yards while they were on vacation. I feel that I accept responsibility very well and am well trained for the position you wish to fill.

Activity 15

Turn to your Working Papers and write two main paragraphs which you might use when writing a Letter of Application. Be honest, list only your own experience and education. Don't make anything up! (Page 17).

WHEN YOU ARE FINISHED, TAKE YOUR COMPLETED MAIN PARAGRAPHS TO YOUR INSTRUCTOR AND HAVE THEM CHECKED.

* * * * * * * * * * * * * * * *

3. MAKE IT EASY TO BE REACHED

I would appreciate a personal interview with you at your convenience. I can be reached by telephone at 756-3975 or at the above address.

OR

Please call me for an interview at your convenience. My home telephone number is 345-6543. I am looking forward to hearing from you soon.

OR

I am enclosing a personal data sheet which I hope will be of value to you in considering me as an applicant. I may be reached at the above address, or my home phone number is 234-6957.

OR

I hope you will consider my application. Please let me know if I may provide you with any additional information. I may be reached at 334-6665.

This is an easy paragraph to write!

Activity 16

Turn to your Working Papers and write three (3) paragraphs which YOU could use to close your letter. (Page 18).

DONE?

GOOD! CHECK WITH YOUR INSTRUCTOR AND HAVE THEM APPROVED.

* * * * * * * * * * *

POINTS TO REMEMBER
WHEN WRITING YOUR LETTER OF APPLICATION:

1. Use clean white paper
2. No smudges — make neat erasures
3. Unless you are instructed to reply in handwriting, use a typewriter!
4. No misspelled or crossed out words
5. No strikeovers

**ILLUSTRATION OF A
LETTER OF APPLICATION ON
AN ELITE TYPEWRITER**

Route 1, Box 23
Philo, CA 94550
January 14, 1976

Mrs. Juanita Chavez
Personnel Manager
Acme Appliance Company
455 North Drive
Cloverdale, CA 95540

Dear Mrs. Chavez:

I am writing in regard to your recent advertisement in the Valley Times for a clerk-typist. I am very much interested in that position.

I will graduate from high school in January, and I am looking for a full-time office job I have taken a complete business course, and my typing and shorthand speeds are very good. I am enclosing a resume' of my skills and experience.

Please call me for an interview at your convenience. I may be reached at 433-4523 or at the above address. I am looking forward to hearing from you soon

Yours very truly,

Mary Jane Haskett

Mary Jane Haskett

Center

(line 13)

Your street or mailing address
City, State, ZIP code
Month, Day, Year

(line 20)
Name and title of person to whom you are writing
Company Name
Street Address
City, State, ZIP code

Dear Mr., Ms., Mrs., or Miss (or Gentlemen if there is no name given above)

_____
_____
_____
_____.

_____
_____
_____
_____
_____
_____.

_____
_____
_____.

Yours very truly,

(sign your name here)

Your Name (typed)

AS A GENERAL RULE: If your machine is pica, 42 is the center and margins should be set at 17 and 67.

If your machine is elite, 50 is the center and the margins should be set at 20 and 80.

ILLUSTRATION OF A LETTER OF APPLICATION ON A PICA TYPEWRITER

Route 1, Box 23
Philo, CA 94550
January 14, 1976

Mrs. Juanita Chavez
Personnel Manager
Acme Appliance Company
455 North Drive
Cloverdale, CA 95540

Dear Mrs. Chavez:

I am writing in regard to your recent advertisement in the Valley Times for a clerk-typist. I am very much interested in that position.

I will graduate from high school in January, and I am looking for a full-time office job. I have taken a complete business course, and my typing and shorthand speeds are very good. I am enclosing a resume' of my skills and experience.

Please call me for an interview at your convenience. I may be reached at 433-4523 or at the above address. I am looking forward to hearing from you soon.

Yours very truly,

Mary Jane Haskett

Mary Jane Haskett

Activity 17

Turn to your Working Papers and make a rough draft copy of a Letter of Application which you might write answering one of the following advertisements. You may use any of the paragraphs which you wrote in the previous exercises if they fit.

WHEN YOU ARE FINISHED, TAKE YOUR LETTER TO YOUR INSTRUCTOR TO BE CHECKED.

The name of the paper is *The Daily News.* Use your city and zip.

BOOKKEEPING, LIGHT, A-P, A-R inventory control, some typing. Salary based on abilities. Send letter/resume' to Box 2 c/o this paper.

SECRETARY RECEPTIONIST over 18, responsible; 4 days per week, apply by writing c/o paper.

CONVENIENT FOOD MART
Grocery Clerk/Cashier/Part-time, Exp. Preferred. Write Box 25 c/o this paper.

TYPING and general office, full time. CPA office - Hayward. Send resume' to P. O. Box 451, Hayward, 14540.

SECRETARY, INSURANCE Agency, will train. Write Box 13 c/o this paper.

TELEPHONE OPERATOR: for even. and weekends. Light typing and bookkeeping, general off. Write FRA Motors, c/o paper.

COMPUTER TRAINEE. Part time hours flexible. Write c/o paper, Box 67.

THE TELEPHONE APPOINTMENT

Sometimes a newspaper advertisement says to call for an appointment and indicates a telephone number. If the job for which you are applying requires any contact with the public on the telephone, that first call you make to the company is very important. WRITE DOWN WHAT YOU ARE PLANNING TO SAY! and WHAT QUESTIONS you need to ask!

FIRST IMPRESSIONS COUNT!

BE CAREFUL WHEN CALLING FOR AN APPOINTMENT!!!

Planning how you are going to set up an appointment for a job interview is like planning a letter of application. You must first get the listener's attention. Be sure to sound alert, enthusiastic, and interested in the position. Be ready to answer specific questions if they are asked. It is a good idea to have your resume' nearby so you can refer to it if you need to. Be certain to obtain the interviewer's name and ask how to spell it to be sure. Repeat the time and day the appointment has been made. Be courteous, friendly, and brief.

Tune in on the following pages and follow carefully as Chris makes her first call for an appointment for an interview.

HELLO, MY NAME IS CHRIS BEST, AND I AM CALLING ABOUT YOUR AD IN THE SUNDAY TIMES FOR A RECEPTIONIST? IS THAT POSITION STILL OPEN?
YES, IT IS STILL AVAILABLE. HAVE YOU ANY EXPERIENCE?
NOT OFFICE EXPERIENCE, BUT I HAVE HAD INSIDE WORK EXPERIENCE AT SCHOOL, AND I AM REALLY ANXIOUS TO LEARN.
THIS JOB REALLY DOESN'T REQUIRE THAT MUCH EXPERIENCE. DO YOU HAVE ANY REFERENCES?
YES, I DO. I HAVE A COMPLETE RESUME. I COULD BRING IT WITH ME IF YOU WOULD LIKE ME TO COME FOR AN INTERVIEW.
YES, I WOULD. CAN YOU COME TOMORROW AT 2 O'CLOCK? HOW DO YOU SPELL YOUR NAME?

TOMORROW WILL BE FINE. MY NAME IS MISS CHRIS BEST, THAT IS B.E.S.T. I WILL BE LOOKING FORWARD TO SEEING YOU TOMORROW AT 2 O'CLOCK.
MAY I HAVE YOUR NAME AGAIN?
CERTAINLY, IT IS MR. WHITE, LIKE THE COLOR.
THANK YOU MR. WHITE. I AM LOOKING FORWARD TO TOMORROW. GOOD-BYE
GOOD-BYE
I GOT AN INTERVIEW

Activity 18

Using a tele-trainer (if available), telephone your instructor and make an appointment for a job interview. You are to be the job applicant and the teacher is the prospective employer. Say your name clearly and spell it if necessary. Be sure to write down the exact time and place of the interview, check the correct spelling of the interviewer's name, how to pronounce it, and his title. Tell where you read or heard about the job. Did the company request you to call for an interview or are you calling about an ad in the newspaper or information given to you by a friend.

OR

If a telephone or tele-trainer is not available, make a personal appointment with the teacher acting as a receptionist and the student acting as the applicant. Say your name clearly and spell it if necessary. Be sure to write down the exact time and place of the interview. Check the correct spelling of the interviewer's name, how to pronounce it, and his title.

EMPLOYMENT TESTS

Often when applying for a job which requires a skill, you will need to take an employment test. On the following pages you will find some questions commonly asked on an employment test for office skills. You will also find a sample typing test and a sample shorthand test.

TESTING PROCEDURE FOR
STANDARD OIL COMPANY OF CALIFORNIA

All applicants for typing and stenographic positions are required to complete a typing test, a spelling test, and a punctuation test. Those applicants applying for a stenographic position will take a shorthand test as well. The amount of salary offered will be affected by the test scores.

After a brief warm-up period, the applicant is given two five-minute typing tests on material of average syllabic intensity. The material is to be typed line for line and double spaced with a five-stroke paragraph indention. Standardized International Rules are used for scoring. A net speed of 55 words per minute is the minimum required for the positions of typist and stenographer. (In an attempt to alleviate tension, the applicant is informed, prior to testing, that two timed writings will be given and the better of the two tests will be used for scoring.)

A short punctuation test involving the use of the comma, semi-colon, colon, quotation marks, question mark, and apostrophe is given. This test also includes the proper use of the pronoun. The applicant is asked to correctly punctuate eight sentences and to select the correct pronoun in two additional sentences. A desirable score would not exceed five errors out of a possible 25.

The third section of the testing program is a spelling test. The applicant is given a list of 50 words. Some of these words are spelled correctly and some are spelled incorrectly. The applicant is to underscore those words that are spelled incorrectly and write them correctly in the space provided. This spelling test is comprised of words commonly misspelled; i.e., words containing double letters or troublesome vowels, etc. The passing grade is 80 percent.

The shorthand test is given at 100 words per minute and the material used for dictation is counted by the standard words (28 syllables equal 20 standard words). Two short letters are dictated for warm up; then a letter three minutes long is dictated for transcription. The applicant is to transcribe his notes in mailable form--all typographical errors corrected, correct punctuation, spelling, etc. The minimum requirement is 100 words per minute with a maximum of five errors.

SAMPLE SPELLING TEST

Underscore all words spelled incorrectly and spell correctly on the dotted line.

itenerary . . . (itinerary) . . .
latteral . . . . . (lateral) . . . . .
serviceable . . . . . .
teritory . . . . . (territory) . . . . .
incumbent . . . . . .
siege . . . . . .
feasible . . . . . .
relevent . . . . . (relevant) . . . . .
perserverance . . . . . (perseverance) . . . . .
recipient . . . . . .
alledge . . . . . (allege) . . . . .
advisory . . . . . .

SAMPLE PUNCTUATION TEST

Punctuate each of the following sentences correctly.

1. Mr. Garrison manager of our Chicago office as well as five managers of other branch offices attended the meeting.
2. As long as Mr. Foster opposes the modernizing of our offices we shall be unable to purchase new desks and chairs.
3. His car was out of gas mine had two flat tires.
4. You will find that most high grade products are manufactured by businesses that employ up to date methods and that maintain plants that are well managed.
5. The following are the primary colors red blue yellow.
6. We met them on Monday October 13 at Tom Hardys house.
7. Susan asked Will you be able to join us.

Cross out the incorrect pronoun.

8. The manager asked (her/she) to buy the typewriter, but it was not (her/she) who placed the order.

SAMPLE TYPING TEST

The most important job you and every other young person will have through life is that of critic of your own thoughts, words, and deeds. And this is a job that may be very interesting, pays well, and never is lost. How well it is done depends largely on how early you begin to function on this job, how intelligently criticisms are made, and how soon good habits of doing this work are formed.

Why did I think about a certain person as I did? Why did I say what I said? Why did I do what I did? These are questions which should be asked and answered over and over again concerning important matters of daily conduct.

At first you must consciously force yourself to ask these questions. In time, if this practice is persisted in, the habit of trying to account for your conduct in important situations will be formed. Then without conscious effort you will seek reasons for what you think, say, or do.

It will surprise you to find that often your thinking is not based on facts; or that what you say is not literally true; or that some of the things you do are not the things you really should have done under the circumstances. Once you discover these things, you will want to make amends for wrong things said and done. But what is more important, you will be on your guard against a repetition of them. Thus bad habits will be broken and good ones formed.

Not the least important result of self-criticism and the correction of one's own faults is the elimination, in large part, of the criticism of others. No one really likes to be criticized by his associates. The only way to avoid such criticism is to do your own and do it first.

SAMPLE SHORTHAND TEST

100 Words Per Minute

Dear Mr. Green:

No doubt you, like most of us, pay a percentage of your salary toward Social Security. Yet the chances are you have never taken the time to investigate fully the Social Security benefits available to you or to your family.

For example, do you know how much you will receive each month at the age of 65? Do you know what will happen to your Social Security fund in the event of your death? Do you know what papers are necessary in claiming benefits?

These are things you should know. To help you answer them, our representative, whose name is on the enclosed card, will gladly supply you with an analysis chart that clearly shows what benefits you or your family may expect to receive. This as well as other information will be furnished by our representative with no obligation on your part.

We are extremely sorry that our representative will not be able to personally visit with you at this time. However, it is our hope that his analysis chart will provide you with sufficient answers.

If you should have questions which are not answered by the analysis chart, please complete the enclosed form requesting further information. This form should be mailed to our representative for a prompt response.

Very truly yours,

THE FOLLOW-UP LETTER

AS SOON AS POSSIBLE following your interview, you should write a follow-up or thank you letter. This will help to keep your name foremost in the interviewer's mind.

KEEP THE LETTER SHORT AND TO THE POINT!

1st paragraph: Mention when you had your interview, and what position you were applying for. For example:

I would like to thank you once again for the consideration you gave me in your interview on January 15. You gave me a very good picture of what is expected of the person you will hire to work in your office.

2nd paragraph: If you would like the job and are interested, say so! Give a reason why and any special qualifications you may have. For example:

I am very interested in the opening you have available. It is exactly what I have been looking for. I feel that the courses I have taken in school and the work experience I have had, prepared me for just such a position.

3rd paragraph: Offer further assistance or information.

If I can answer any further questions regarding my qualifications, please call me at 328-3445.

ILLUSTRATION
FOLLOW-UP LETTER

34567 York Avenue
Los Angeles, CA 95504
January 31, 1976

Mr. Any Employer
23456 South Market Street
Any City, CA 90056

Dear Mr. Employer:

Thank you for giving me an opportunity for an interview with you regarding the opening you have in the Credit Department.

I am very excited about the possibility of working for your company. I left the interview with the feeling that this was exactly the type of work I had been looking for.

If you need any further information or have any questions, please feel free to contact me at the above address or call me at 645-5678. I am looking forward to hearing from you soon.

Yours very truly,

Sign here

Your Name

Activity 19

Turn to your Working Papers and write a thank you letter for the job you chose to write a letter of application for in Activity 17. Follow the instructions given for letter form on page 54.

When your letter is finished, see your instructor.

HOW TO APPLY FOR A JOB

Teacher's Guide

HOW TO APPLY FOR A JOB is a unit designed to be used with students prior to obtaining their first job. It may be used by either boys or girls. Part A is designed to help the student apply for an entry-level job. The student obtains a Social Security Number, successfully completes a job application form, participates in a job interview, learns the vocabulary commonly used when applying for a job, and actually sees students in a filmstrip applying for a job. The student will also complete a withholding allowance certificate.

Part B is designed for the student who would like a job requiring a skill. A Resume' or Personal Data Sheet is typed and the student learns how to write a letter of application and a follow-up letter.

The following performance objectives will be met in Parts A and B:

- Given a list of 25 words, and phrases, commonly used on employment forms and in test instructions and a list of definitions, the student will match the words/phrases to the definitions with at least 20 correct responses. (Part A)

- Given an application form for a Social Security Number, the student will indicate his Social Security Number or complete the application form legibly, correctly, and completely. (Part A)

- Given an Employees Withholding Exemption Form (W-4), the student will type or print the required information legibly, correctly, and completely. (Part A)

- Given a sample pocket data sheet, the student will prepare the information necessary to complete a job application form. (Part A)

- Given application blanks from 3 companies and his pocket data sheet, the student will fill out each application form completely, accurately, and legibly with typewritten or printed in ink responses, all questions acknowledged, all errors corrected, and a legal signature. (Part A)

- Given a list of questions frequently asked by personnel officers in an interview, the student will type, write or respond orally to the questions to the satisfaction of the instructor. (Part A)

- Given a role-playing situation in which the student is a job applicant and the teacher is a prospective employer, the student will make an appointment by telephone (if possible) and/or in person to the satisfaction of the instructor. (Part A)

- Given the opportunity to participate in an interview with the teacher or a person designated by the teacher, the student will do so at the appointed time and then meet with his teacher to discuss his strengths and weaknesses as indicated on the employment interview sheet completed by the interviewer. (Part A)

- Given a sample personal data sheet as a guide and any necessary personal information, the student will prepare and have typed his own personal data sheet (Resume') including personal information, education, employment experience, activities, and references accurately and in an acceptable format. (Part B)

- Given a blind want ad requiring a letter of application and sample application letters, the student will write an application letter that is original conveys the appropriate message, and meets standards of mailability (neatness, style, vocabulary, spelling, punctuation). (Part B)

- Given a sample follow-up letter after having completed an interview, the student will write and mail a similar letter to the interviewer which conveys the appropriate message and meets standards of mailability (neatness, style, vocabulary, spelling, punctuation). (Part B)

For the best experience for the student in this unit, you will need to have on hand originals or copies of:

Form W-4 Internal Revenue Service
Form DE 3718 Department of Employment Development – Pocket Data Sheet
Application for Social Security Card
Telephone Directory
Zip Code Book

If the forms are not available to you, masters are included in the packet.

This is a two-part unit. Part A includes pages 1 – 38, and Activities 1–11. Part B includes pages 39 – 67 and Activities 12 – 19.

The answers are included for Activities 1, 2, 8, and 9; but the answers in other Activities will be personal and no key is provided. Be sure ZIP CODES are included in all addresses. Employers do not have the time to look them up!

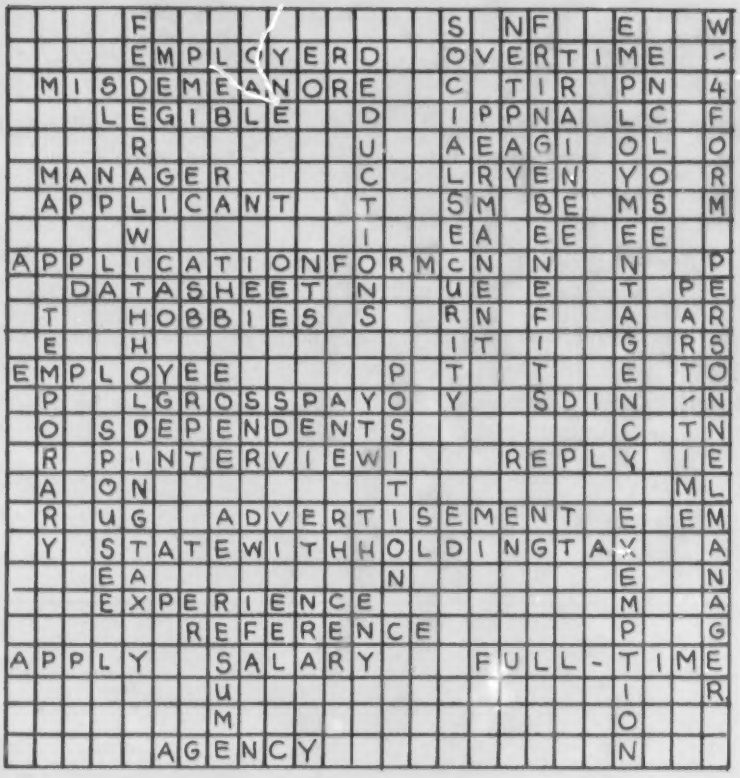
Be sure to check that application forms are correctly filled out in other units. You may need extra copies of Job Application Form Number 3 because it should be done letter perfect. Forms 1 and 2 are learning experiences and each one should be progressively better.

PREREQUISITES: Handwriting. If the student has completed handwriting, be sure to check to see if they have followed through.

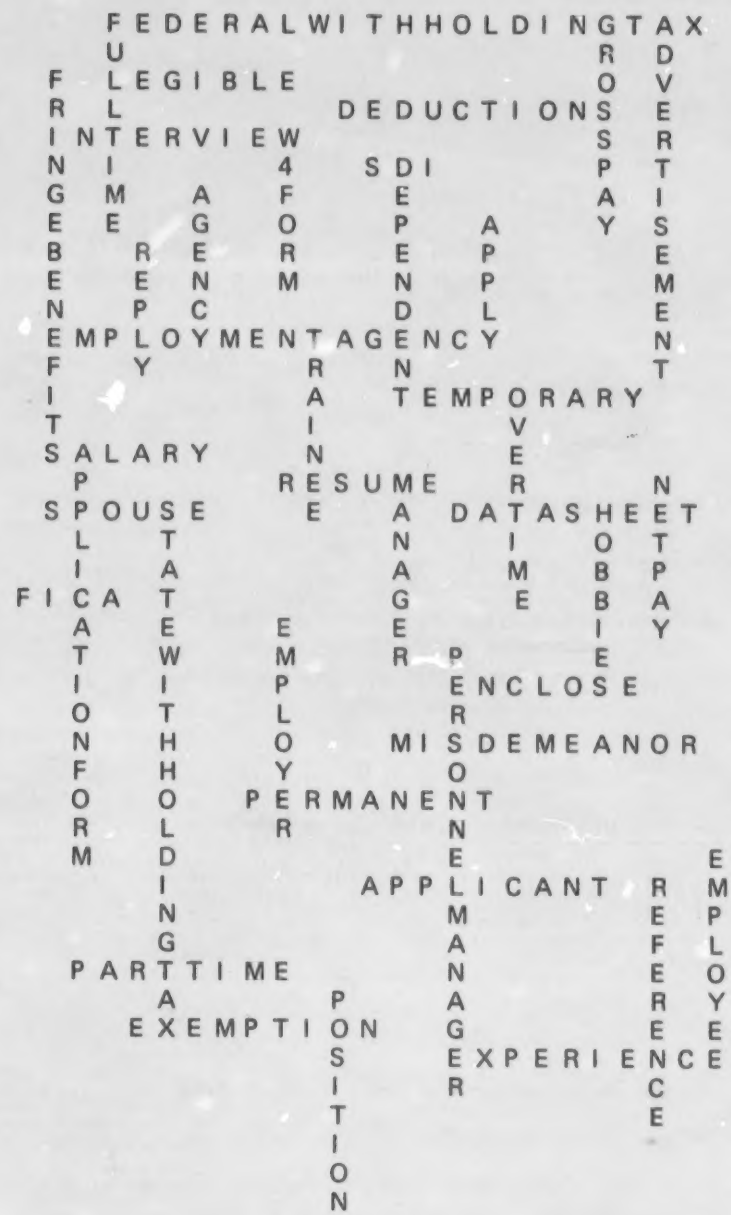
ACTIVITY 1 – KEY – WORD SEARCH

HOW MANY WORDS DID YOU FIND?

35 – 40	EXCELLENT!
30 – 34	VERY GOOD!
25 – 29	AVERAGE
less than 25	LOOK SOME MORE



ACTIVITY 2 – KEY – CROSSWORD PUZZLE



ACTIVITY 8 KEY

Part 1

1. The applicant just went in and stood around. He didn't introduce himself and say what he was there for.
2. He is wearing torn blue jeans.
3. His shirt is not buttoned or pressed.
4. His hair isn't neatly combed.
5. He took someone with him!

Part 2 (7 blanks)

1. Mary's dress is much too dressy to be appropriate for a job interview.
2. Her hair is overdone.
3. Her shoes are not appropriate.
4. She has on too much makeup.
5. She is not sitting up straight.
6. She looks as if she had nothing better to do.
7. Don't ask to borrow a pen and don't use pencil or felt pen.
8. Take a resume' or Pocket Data Sheet with you so you have all the information you need including zip codes and telephone numbers.

Part 3 (Answers may vary)

1. Mary is slurring her words and using dunno, yea, I guess, OK.
2. Mary's attitude is showing. She doesn't really want to work, she is only applying so she can say that she is really trying.
3. Don't smoke.
4. Don't chew gum!
5. Don't say you will do anything – that really means nothing.
6. When the interview is over, GO. Don't stay around and chat!

PRE-TEST / POST-TEST
HOW TO APPLY FOR A JOB

Checklist for the JOB APPLICATION

____ The student used INK

____ The student printed or wrote legibly

____ Errors, if made, were corrected neatly

____ Complete address was given including the city and zip code

____ Social Security number was given

____ Specific job desired (Service Station Attendant, Cashier or any other specific job named.)

____ Name, Address, City, Zip Code of schools attended.

____ Previous Employment must include Name, Address, City, Zip Code.
If they have not had business experience they should list babysitting, yardwork, or any other paid experience.

____ 3 to 5 hobbies should be listed

____ References should include Name, Address, City, Zip Code, Occupation and Relationship to the person.

____ All blanks should be completed or marked NONE or N/A

____ Application blank should be signed.

Checklist for the JOB INTERVIEW

____ The student was dressed properly for the job applied for

____ The student made an appointment for the job interview correctly.

____ The student was poised and spoke clearly

____ The following questions were answered satisfactorily:

1. What position are you applying for?
2. When are you going to graduate from high school?
3. What plans do you have after you graduate?
4. Do you enjoy school? Why?
5. What school activities do you participate in?
6. What do you like to do in your free time?
7. What kind of work experience have you had?
8. How much do you expect to be paid for this job?
9. How much do you want to work?

Checklist for JOB INTERVIEW, Continued

10. Why do you want to work for this company?
11. Do you have any questions?

Use the following checksheet in evaluating the student. Circle the word in each line which most nearly describes the applicant. Discuss with the student YOUR EVALUATION at the conclusion of the interview.

APPEARANCE: well groomed, average, needs improvement
DRESS: good taste, careless, flashy, untidy
POSTURE: well balanced, very erect, slightly relaxed, stooped, round shouldered
FACIAL EXPRESSION: radiant, happy, thoughtful, solemn, sullen
HANDS: clean and well groomed, clean but not well groomed, dirty
FACE: healthy looking, makeup too heavy, needs improvement
APPROACH: poised, alert, forward, timid, awkward
VOLUME OF VOICE: too loud, easily audible, too low, pleasant
ENUNCIATION: very clear, clear, passable, indistinct
PRONUNCIATION: faultless, occasional mistakes, frequent mistakes
GRAMMAR: good, occasional mistakes, frequent mistakes, extremely bad
PERSONALITY: magnetic, animated, pleasant, tactless, sullen
ATTITUDE: cooperative, enthusiastic, attentive, indifferent, argumentative
SELF-OPINION: modest, confident, timid, conceited
INTEREST IN POSITION: exceptional, normal, below average

WOULD YOU HIRE THIS APPLICANT IF YOU HAD AN OPENING IN YOUR COMPANY?

YES ___ NO ___

PRE-TEST/POST-TEST

HOW TO APPLY FOR A JOB: PART B

Before continuing with Part B the student must have completed successfully Part A or the pre-test/post-test. Part B is a continuation of Part A.

To successfully complete Part B, in addition to Part they must submit to you the following items completed with 100% accuracy:

A Typed Personal Data Sheet.

An Application Form (from Part A) correctly completed.

A letter of application. (It must be neat, in correct style, correct English usage, spelling, and punctuation.)

A follow-up or thank you letter with the same standards as above.

A W-4 (Employee's Withholding Allowance Certificate).

PRE-TEST / POST-TEST

HOW TO APPLY FOR A JOB: PART A **STUDENT INSTRUCTIONS**

OBTAIN A STANDARD OIL APPLICATION BLANK AND COMPLETE IT AS THOUGH YOU WERE ACTUALLY APPLYING FOR A JOB. SINCE STANDARD OIL EMPLOYS PEOPLE FOR OFFICE WORK, SERVICE STATIONS, RESEARCH, AND MANY OTHER AREAS, CHOOSE A SPECIFIC JOB YOU WOULD LIKE TO APPLY FOR. *DO NOT MAKE UP ANYTHING ELSE!*

ASSUMING THAT YOUR INSTRUCTOR IS YOUR FUTURE EMPLOYER, MAKE AN APPOINTMENT FOR A PERSONAL JOB INTERVIEW.

DRESSING APPROPRIATELY FOR THE JOB YOU ARE APPLYING FOR, PARTICIPATE IN A PERSONAL JOB INTERVIEW WITH YOUR INSTRUCTOR. TAKE YOUR COMPLETED JOB APPLICATION FORM WITH YOU.

MATCH THE 25 WORDS AND DEFINITIONS GIVEN ON PAGE 5.

Chevron

Employment Application

Please first read the Applicant Statement on the reverse side. Then fill out the application in your own handwriting or printing. Be accurate and complete. Information you give will not be used for purposes prohibited by law.

Name (First) (Middle) (Last)	Date	Social Security No.

Address (No./Street) (City) (State) (Zip)	How long?	Phone

Birth Date	The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.	If you are not a U.S. citizen, what type visa do you have?

Type of Work Desired

Education

	Name of School	Location of School	No. Graduated Yrs.	No	Yes	Mo.	Yr.	Degree Received	Major Subject
Last Grade or High School									
Business or Trade Schools									
Colleges or Universities									

Previous Employment

List all employment with present or last job first. Exclude military service. Include school vacation jobs where significant. If self-employed, state nature of business. Unless you note otherwise, the Company may contact all those listed. (For marine experience, note vessel's name, flag, owner, reciprocating, turbine or diesel.)

From Mo.	From Yr.	To Mo.	To Yr.	Approx. No. Hrs. Per Wk.	Name & Address of Employer	Nature of Job (or Marine Rating) & Supervisor's Name	Wage or Salary	Reason for Leaving

Military Record List present or last service first.

From Mo.	From Yr.	To Mo.	To Yr.	Active or Reserve	Branch of Service	Rank/Rate	Specialization	Discharge Honorable	Other (Explain)

An Equal Opportunity Employer

GO-307 (OS-6-75)
Printed in U.S.A.

General Information

1.a. List any physical limitations or chronic illnesses.

b. Are you receiving compensation for any injury, illness or disability? ☐ Yes ☐ No If "Yes" describe and give percent of rating, if any.

2. Foreign Languages You Speak Fluently Read

3. Licenses Held (Auto Driver, Truck Driver, Pilot, Marine, Radio, etc.)

4. Special or Occupational Skills (Typing, Shorthand, Machine Operator, etc.)

Activities & Interests Exclude any organization or society the name of which indicates the race, religious creed, color, national origin or ancestry of its members.

1. School Activities (Sports, Student Government, Honors, etc.)

2. Outside Interests (Hobbies, Community Activities, etc.)

References

1. List two references other than relatives, persons employed by this company, and those for whom you have worked.

Name	Occupation	Years Known
Address	☐ Personal Friend ☐ Business or Professional Acquaintance	
Name	Occupation	Years Known
Address	☐ Personal Friend ☐ Business or Professional Acquaintance	

2. List any relatives, including those by marriage, employed by this company.

Name Relationship

Name Relationship

3. Have you ever been convicted of a crime (other than minor traffic violations)? ☐ Yes ☐ No If "Yes", when and where and describe offense. (Do not include arrests which did not result in conviction.)

Applicant Statement

The information given is true and correct, and I understand that if I am employed, any misrepresentation, false statement, or omission of consequence herein, found by the Company at any time, will be sufficient cause to terminate my employment. I also authorize the Company (except as otherwise noted) to obtain from others, information believed by the Company to be pertinent to my employment.

Signature

For Company Use

Date	Interviewed by	Remarks

MATCH THE FOLLOWING WORDS AND DEFINITIONS:

_____ 1. applicant
_____ 2. application form
_____ 3. data sheet
_____ 4. deductions
_____ 5. dependent
_____ 6. employee
_____ 7. employer
_____ 8. exemption
_____ 9. federal withholding tax
_____ 10. fringe benefits
_____ 11. gross pay
_____ 12. interview
_____ 13. legible
_____ 14. misdemeanor
_____ 15. net pay
_____ 16. overtime
_____ 17. part-time
_____ 18. personnel manager
_____ 19. reference
_____ 20. renumeration
_____ 21. resume
_____ 22. social security
_____ 23. spouse
_____ 24. SDI
_____ 25. trainee

A. The amount held from a paycheck towards the income tax due at the end of the year.

B. A person working for someone

C. To be able to read it.

D. On income tax or W-4 form – allowable amount set aside for yourself or dependents upon you for which you do not have to pay income tax.

E. Extras from which you benefit, but the employer pays for.

F. The total amount of wages you earn before taxes or other deductions.

G. A person applying for a job personally meeting with an employer.

H. Someone who hires people to work for them.

I. A person who is to be trained for a specific job.

J. The person to whom you are married.

K. A typed sheet telling an employer all the qualifications you have for a job, your address and the names of people who will recommend you.

L. A special government fund required by law to which both the employer and the employee must pay.

M. The person who does the hiring for a company.

N. To work fewer hours than a full-time employee, may be permanent or temporary, often paid hourly.

O. The amount you receive on your paycheck after deductions.

P. Breaking the law in a minor way such as a traffic violation or disturbing the peace.

Q. A person who lives with you and you care for.

R. Resume' – A typed sheet telling an employer all the qualifications you have for a job, your address and the names of people who will recommend you.

S. State Disability Insurance.

T. A statement by a person who knows the kind of work you do and how responsible you are.

U. Time byond the regular hours.

V. Pay for work. Money received because of injury on the job.

W. A person who is applying for a job.

X. A questionnaire which tells the employer the information about the person applying for a job.

Y. Money taken from your paycheck to cover insurance, Social Security, Income Tax, and other miscellaneous items.

PRE-TEST / POST-TEST

HOW TO APPLY FOR A JOB: PART B **STUDENT INSTRUCTIONS**

BEFORE CONTINUING WITH PART B, YOU MUST HAVE COMPLETED SUCCESSFULLY PART A OR THE POST-TEST FOR PART A.

PRE-TEST: (Part B) (Must be available)

Assemble and take to your instructor:

- A Typed Personal Data Sheet.
- An Application Form (from Part A) correctly completed.
- A Letter of Application.
- A follow-up or thank you letter.
- A completed W-4 Form.

POST-TEST:

The successful completion of Part A and Part B is itself a test. Turn in all of your Working Papers and your completed data sheet, letter of application, and follow-up letter.

Complete a W-4 (Employee's Withholding Allowance Certificate).

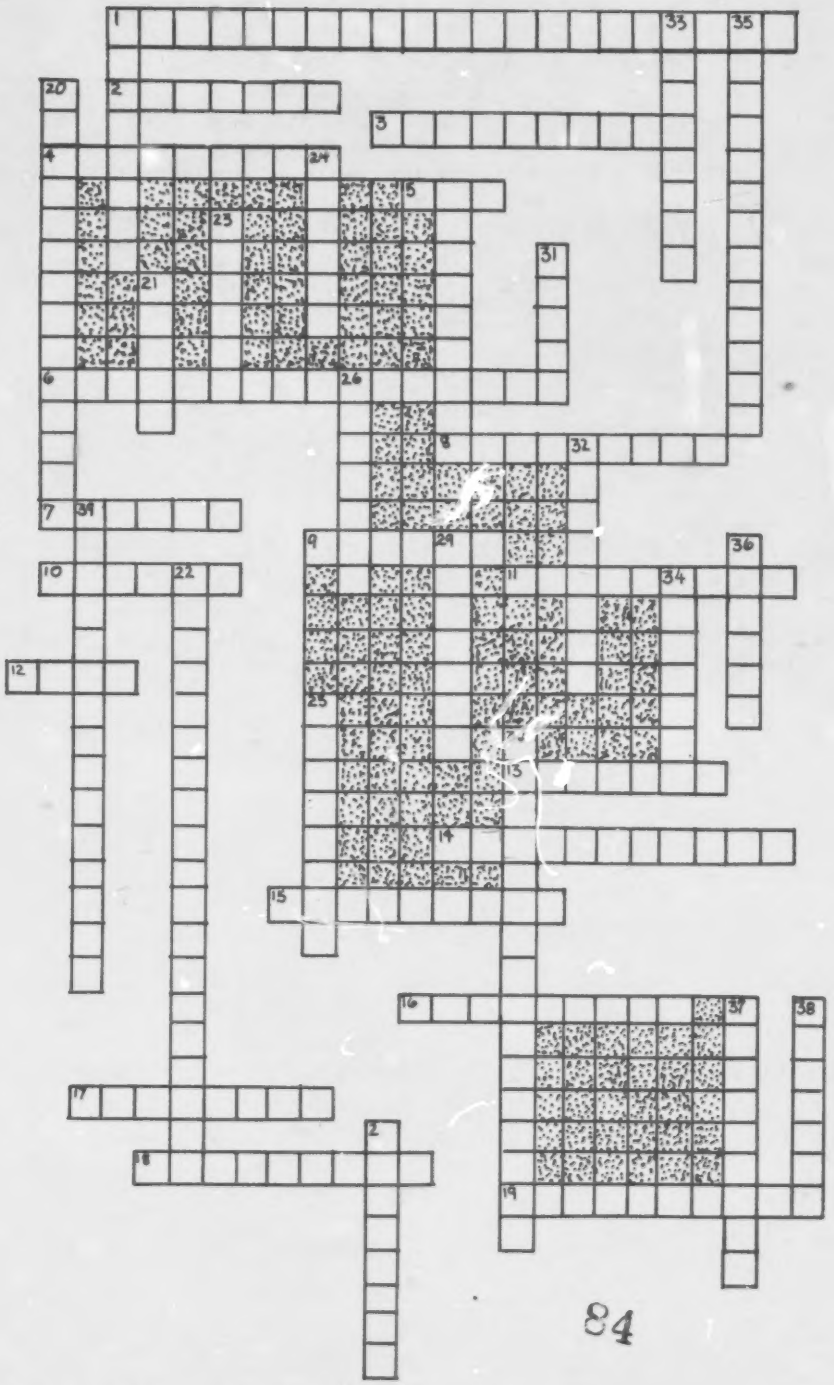
ACTIVITY 1 – WORD SEARCH

A S D J F K N C C X Z X C V D S N N F I O E C V W
T R E F E M P L O Y E R D Q W O V E R T I M E S –
X M I S D E M E A N O R E Y T C W T I R X P N M 4
B V C L E G I B L E O P D W Q I P P N A C L C X F
P O I L R X C V W U B T U S T A E A G I M O L Y O
I M A N A G E R O P Q V C K L L R Y E N W Y O P R
X A P P L I C A N T Z P T C B S M O B E I M S M M
Y O U R W C V B N M Q I I O P E A C E E P E E R S
A P P L I C A T I O N F O R M C N W N R T N T R P
U I D A T A S H E E T O N P C U E T E M N T M P E
Q T I U H O B B I E S O S P W R N T F X M A B A R
S E V E H O I Y U N V E X R T I T Y I T I C O R S
E M P L O Y E E G H J K L P P T O X T A B E C T O
D P E F L G R O S S P A Y O G Y H I S D I N J – N
K O L S D E P E N D E N T S M N O P Q R S C T T N
U R V P I N T E R V I E W I W X Y R E P L Y Z I E
A A B O N C D E F G H I J T K L M N O P Q R S M L
T R U U G V W A D V E R T I S E M E N T X E Y E M
Z Y A S T A T E W I T H H O L D I N G T A X B C A
D E F E A G H I J K L M N N O P Q R S T U E V W N
X Y Z E X P E R I E N C E A B C D E F G H M I J A
K L M N O P R E F E R E N C E Q R S T U V P W X G
A P P L Y Y Z S A L A R Y A B C F U L L – T I M E
D E F G H I J U K L M N O P Q R S T V U W I X Y R
Z Y X W U Q R M A B C D E F G H I J K L M O N O P
Q R S T U A G E N C Y V W X Y Z A B C D E N F G H

See how many of the following words you can find in the puzzle above:

Advertisement	Employer	Legible	Reply
Agency	Employment Agency	Manager	Resume
Applicant	Exemption	Misdemeanor	Salary
Application Form	Experience	Net Pay	Social Security
Apply	Federal Withholding Tax	Overtime	Spouse
Data Sheet	Fringe Benefits	Part-time	SDI
Deductions	Full-time	Permanent	State Withholding Tax
Dependent	Gross Pay	Personnel Manager	Temporary
Enclose	Hobbies	Position	Trainee
Employee	Interview	Reference	W-4 Form

ACTIVITY 2



DEFINITIONS ARE ON THE NEXT PAGE

ACROSS

1. The amount held from a paycheck towards the income tax due at the end of the year.
2. To be able to read it.
3. Money taken from your paycheck to cover insurance, Social Security, Income Tax, and other miscellaneous items.
4. A person applying for a job talking with an employer.
5. State Disability Insurance.
6. A business which helps people to find jobs. Usually charge a fee. (2 words).
7. An amount of money paid for a period of time's work regardless of the amount of days or hours in that time.
8. The job will be short. You will be hired for a certain length of time.
9. A typed sheet telling an employer all the qualifications you have for a job, your address and the names of people who will recommend you.
10. The person to whom you are married.
11. Resume' – A typed sheet telling an employer all the qualifications you have for a job.
12. Social Security – initials.
13. To send with a letter or application. To put into the same envelope with something else.
14. Breaking the law in a minor way, as a traffic violation or disturbing the peace.
15. Job will continue indefinitely.
16. A person who is applying for a job.
17. To work fewer hours than a full-time employee. Can be temporary or permanent. Often paid hourly.
18. On income tax or W-4 form – allowable amount set aside for yourself or dependents upon you for which you do not have to pay income tax.
19. Previous activities you have participated in which would help you to perform a job.

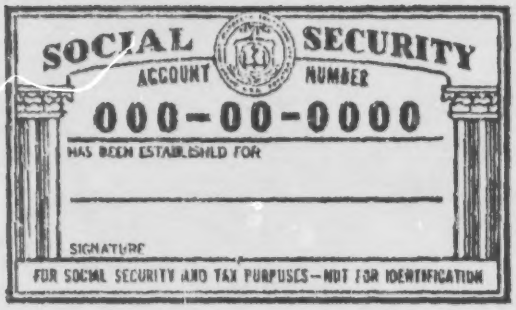
DOWN

1. To work a set number of hours per week. Usually 35–40.
20. Extras from which you benefit, but the employer pays for. Includes Medical Insurance, Dental Insurance, Sick Leave, Vacations, etc.
21. To answer.
22. Money withheld from your check to pay California State Income Tax.
23. A company which helps people to find jobs. Many charge fees for the service.
24. A government form which must be filled out before you can be paid which gives the employer information on how much income tax to take out of your pay.
25. Someone who hires people to work for them.
26. A person who is to be trained for a specific job.
27. A job title or opening.
28. A person who lives with you and you care for.
29. The person who directs or handles the business.
30. The person who does the hiring for a company.
31. To ask for a job – by filling out an application – calling – going in person.
32. Time beyond the regular hours.
33. The total amount of wages you earn before taxes or other deductions.
34. Activities which you enjoy doing in your spare time. Reading, sewing, sailing, backpacking, cooking and football are all included.
35. A notice commonly found in a newspaper informing the public about a product or job opening.
36. The amount you receive on your paycheck after deductions are made for Social Security, Income Tax and SDI.
37. A statement by a person who knows the kind of work you do and how responsible you are.
38. A person working for a company or another person.
39. A questionnaire which tells the employer the information about the person applying for a job. (2 words).

HOW MANY DEFINITIONS WERE YOU ABLE TO FIND?

40??	FANTASTIC!
35??	EXCELLENT!
30??	ABOVE AVERAGE
25??	AVERAGE

ACTIVITY 3



SOCIAL SECURITY CARD

ID CN DO B60

APPLICATION FOR A SOCIAL SECURITY NUMBER

DO NOT WRITE IN THE ABOVE SPACE

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial – if none, draw line ___) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

3 PLACE OF BIRTH (City) (County if known) (State)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

5 FATHER'S FULL NAME (Regardless of whether living or dead)

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

7 YOUR PRESENT AGE (Age on last birthday)

8 YOUR SEX ☐ MALE ☐ FEMALE

9 YOUR COLOR OR RACE ☐ WHITE ☐ NEGRO ☐ OTHER

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? ☐ NO ☐ DON'T KNOW ☐ YES (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P.O. Box, or Rural Route) (City) (State) (Zip Code)

12 TODAY'S DATE

13 TELEPHONE NUMBER

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service ☐ RESCREEN ☐ ASSIGN ☐ DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

FORM SS-5 (5-74)

ACTIVITY 4

Know WHAT Facts To Have Ready

Personal Information	HOME ADDRESS		PHONE	BIRTHDATE
	SOCIAL SECURITY NUMBER	MILITARY BRANCH OF SERVICE		DATES OF SERVICE
Education and Training	HIGH SCHOOL ATTENDED		GRADE COMPLETED	LAST DATE ATTENDED
	COLLEGE ATTENDED		GRADE COMPLETED	LAST DATE ATTENDED
	OTHER TRAINING			DEGREE OR CERTIFICATE
Employment Record	NAME AND ADDRESS OF EMPLOYER			
	JOB TITLE	DATES EMPLOYED		RATE OF PAY
	NAME AND ADDRESS OF EMPLOYER			
	JOB TITLE	DATES EMPLOYED		RATE OF PAY
	NAME AND ADDRESS OF EMPLOYER			
	JOB TITLE	DATES EMPLOYED		RATE OF PAY
References (Other than Relatives)	NAME AND ADDRESS			PHONE NUMBER
	NAME AND ADDRESS			PHONE NUMBER
	NAME AND ADDRESS			PHONE NUMBER

PLAN AHEAD – Know WHERE To Go

JOB LEADS AND RECORD OF CONTACTS

EMPLOYER	ADDRESS	DATE APPLIED	RESULTS

Know WHAT Facts To Have Ready

Inside, enter personal information and other facts you'll need while looking for work.

Know WHERE To Look

Consider these sources for job leads:

1. Direct employer contacts.
2. Friends and relatives.
3. Federal, State, County, and local government.
4. Private employment agencies.
5. Public employment offices.
6. Former employers.
7. Newspapers, major and local, for Classified Ads, news articles about new plants, company expansions, and business trends.
8. Telephone Directory Yellow Pages.
9. Unions.
10. Trade Associations.
11. Community Service Agencies.
12. Vocational Institutions.
13. Public Library–Ask Librarian for trade journals, vocational publications, and other job information.

PLAN AHEAD – Know WHERE To Go

Inside, record job leads, results of your contacts, and any follow up action necessary.

Know HOW To Handle Job Interviews

Points to remember:

1. Dress neatly and appropriately.
2. Be prompt.
3. Fill out application neatly and completely.
4. Wait to be asked before sitting down.
5. Smoke only by invitation. Don't chew gum.
6. SMILE, LOOK directly at the person talking to you, and LISTEN.
7. Speak clearly Answer questions honestly.
8. Learn as much as you can about the job you're applying for.
9. Bring out, if possible, how employer can benefit by hiring you.
10. Thank your interivewer for his time and consideration.

* * * * * * * * * * * * * * * * * *

STOP – Read this guide for tips!

LOOK – What have you missed?

LISTEN – And take the right approach!

* * * * * * * * * * * * * * * * * *

Landing a job is not plain luck! Successful job-seekers plan their search. Whether you are an unemployed applicant, a newcomer to the business world, or a worker looking for a change, you'll find this guide helpful. Tuck this folder in your pocket, wallet or purse to use as a handy reference.

If you desire assistance, our interviewers will be happy to offer their help in planning your search for work.

* * * * * * * * * * * * * * * * * *

GET

THAT

JOB!

edd
LINKING PEOPLE WITH JOBS

ACTIVITY 5 – APPLICATION FORM 1

Chevron

Employment Application

Please first read the Applicant Statement on the reverse side. Then fill out the application in your own handwriting or printing. Be accurate and complete. Information you give will not be used for purposes prohibited by law.

Name (First) (Middle) (Last)	Date	Social Security No.

Address (No./Street) (City) (State) (Zip)	How long?	Phone

Birth Date	The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.	If you are not a U.S. citizen, what type visa do you have?

Type of Work Desired

Education

	Name of School	Location of School	No. Graduated Yrs.	No	Yes	Mo.	Yr.	Degree Received	Major Subject
Last Grade or High School									
Business or Trade Schools									
Colleges or Universities									

Previous Employment

List all employment with present or last job first. Exclude military service. Include school vacation jobs where significant. If self-employed, state nature of business. Unless you note otherwise, the Company may contact all those listed. (For marine experience, note vessel's name, flag, owner, reciprocating, turbine or diesel.)

From Mo.	From Yr.	To Mo.	To Yr.	Approx. No. Hrs. Per Wk.	Name & Address of Employer	Nature of Job (or Marine Rating) & Supervisor's Name	Wage or Salary	Reason for Leaving

Military Record List present or last service first.

From Mo.	From Yr.	To Mo.	To Yr.	Active or Reserve	Branch of Service	Rank/Rate	Specialization	Discharge Honorable	Other (Explain)

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Printed in U.S.A.

General Information

1.a. List any physical limitations or chronic illnesses.

b. Are you receiving compensation for any injury, illness or disability? ☐ Yes ☐ No If "Yes" describe and give percent of rating, if any.

2. Foreign Languages You Speak Fluently Read

3. Licenses Held (Auto Driver, Truck Driver, Pilot, Marine, Radio, etc.)

4. Special or Occupational Skills (Typing, Shorthand, Machine Operator, etc.)

Activities & Interests Exclude any organization or society the name of which indicates the race, religious creed, color, national origin or ancestry of its members.

1. School Activities (Sports, Student Government, Honors, etc.)

2. Outside Interests (Hobbies, Community Activities, etc.)

References

1. List two references **other than** relatives, persons employed by this company, and those for whom you have worked.

Name	Occupation	Years Known
Address	☐ Personal Friend ☐ Business or Professional Acquaintance	
Name	Occupation	Years Known
Address	☐ Personal Friend ☐ Business or Professional Acquaintance	

2. List any relatives, including those by marriage, employed by this company.

Name Relationship

Name Relationship

3. Have you ever been convicted of a crime (other than minor traffic violations)? ☐ Yes ☐ No If "Yes", when and where and describe offense (Do not include arrests which did not result in conviction.)

Applicant Statement

The information given is true and correct, and I understand that if I am employed, any misrepresentation, false statement, or omission of consequence herein, found by the Company at any time, will be sufficient cause to terminate my employment. I also authorize the Company (except as otherwise noted) to obtain from others, information believed by the Company to be pertinent to my employment.

Signature

For Company Use

Date	Interviewed by	Remarks

ACTIVITY 6 – ADDITIONAL QUESTIONS

ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY.

1. Have you ever been suspended or discharged from employment? _____
   _____

2. How many days did you miss from work or school in the past year?
   _____ Why? _____

3. How old are you? Under 16____ ; 16 to 20____; 21 to 40____; 41 to 55____
   56 to 65____ ; Over 66____ .

4. Are you a licensed motor vehicle operator? _____
   License Number _____

5. If employed by us, will you be performing any renumerative work elsewhere? _____
   If yes, Explain _____

IF YOU HAVE TROUBLE ANSWERING ANY OF THESE QUESTIONS, SEE YOUR TEACHER.

ACTIVITY 7 – APPLICATION FORM 2

DATE _____ STORE

EMPLOYMENT APPLICATION

Please Print

Name - Last	First	Middle	Maiden	Social Security Number

Address - Number & Street	City	Zip Code	Telephone Number (Include area code)

Previous address	Spouse's Name	Occupation

Position Applying for:	Do you prefer? CHECK ONLY ONE	Are you available?
	Full Time ☐ Part Time ☐	Evenings ☐ Weekends ☐

Applicable Law Prohibits Discrimination Based on Race, Religion, Color, Age or Sex –

Date of Birth	Height	Weight		Number of Dependents	Children's Ages
			Single ☐ Married ☐ Divorced ☐ Widowed ☐		

EDUCATION

SCHOOL	DATES ATTENDED	GRADUATED? YES	GRADUATED? NO	NAME AND LOCATION OF SCHOOL	MAJOR	DEGREES AWARDED
High School						
College						
College						
Other						

EMPLOYMENT HISTORY

Please Account for All Time Since Leaving School, or the Last Ten Years –

DATES EMPLOYED	COMPANY NAME AND ADDRESS	YOUR TITLE AND SUPERVISOR'S NAME	REASON FOR LEAVING	SALARY PER (Circle One)
From:	Company	Title		Hour Week
To:	Address	Supervisor's Name		Month Year
From:	Company	Title		Hour Week
To:	Address	Supervisor's Name		Month Year
From:	Company	Title		Hour Week
To:	Address	Supervisor's Name		Month Year
From:	Company	Title		Hour Week
To:	Address	Supervisor's Name		Month Year
From:	Company	Title		Hour Week
To:	Address	Supervisor's Name		Month Year

PLEASE TURN OVER AND ANSWER ALL QUESTIONS ON REVERSE SIDE

DO NOT WRITE BELOW THIS LINE

Comments:

Reference Check

_____

_____

_____

Reporting Date _____

Hourly Rate _____

Position _____

Hours _____

Hired By _____

FORM P-1 REV. 10/75

Are any of your relatives presently employed at | Name of Relative | Which store?

Have you ever been employed by | If so, when? | In which store? | Under what name?

Have you ever been convicted of a crime? *(Other than traffic violations)* | If so, please give date and nature of the offense

Describe your present state of health | Are your presently under a physician's care?

YES ☐ NO ☐

Have you ever been treated for | If so, please give brief details, including dates

- ☐ Epilepsy
- ☐ Heart Disease
- ☐ Back Injury
- ☐ Fainting Spells
- ☐ Nervous Disorders
- ☐ Diabetes
- ☐ Hernia
- ☐ High Blood Pressure

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name _____ Address _____ Tel. No. _____

MILITARY RECORD

Branch of Service | Dates served From: To: | Type of Discharge | Present draft status | Lottery No.

SPECIAL SKILLS

Typing YES ☐ NO ☐ Speed _____ W.P.M.
Shorthand YES ☐ NO ☐ Speed _____ W.P.M.
Calculator YES ☐ NO ☐
Adding Machine YES ☐ NO ☐
Dictaphone Equip. YES ☐ NO ☐

Additional Skills _____

EMPLOYMENT AGREEMENT

1. I hereby declare that all statements and answers in this application are true and complete and agree that any untruth, misleading answer, omission, concealment or failure to answer any question fully, completely and accurately will be grounds for terminating my employment.
2. I authorize my employer or my employer's agent to investigate my references, to communicate with my former employers concerning the same, and to make an independent investigation of my character, conduct and employment record and to keep and preserve records of such investigations.
3. I agree that upon termination of my employment I will return all company property and records in my possession.
4. I agree, upon request, to submit to a physical examination by a doctor designated by the employer at times specified by the employer, and further agree that failure to pass such physical examination will be grounds for terminating my employment. Such physical will be at no expense to me personally.
5. If employed, I agree to be bound by, and to comply with, the store rules and regulations.

I further understand that, if hired as a Regular employee, I will be on a probationary basis for a period of 60 days. If hired as a Seasonal Extra I understand that I may work up to 90 days without being considered for Regular status.

_____
Signature of Applicant
(As you wish name to appear on payroll check or voucher)

Date _____

JOB PREFERENCE APPLICATION

SAMPLE

GA 232-1 (5-74)

DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE OR NATIONAL ORIGIN IS PROHIBITED. YOU MAY NOTIFY THE GOVERNMENTAL AGENCIES REFERRED TO ON THE BULLETIN BOARD OF THIS EMPLOYMENT OFFICE IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST.

PACIFIC TELEPHONE
AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL DATA PLEASE PRINT

Date _____ 19 ____

1. Last Name _____ First _____ Middle _____ * Date of Birth _____

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age

2. Are you a U.S. Citizen? Yes ☐ No ☐ If no, what is your Alien Registration or Visa Classification Form Number? _____

WORK PREFERENCES (Both men and women are encouraged to apply for any of these jobs)

3. Kind of Work? Full-Time ☐ Part-Time ☐ Summer ☐ Other ☐ Consider Temporary Job ☐

4. Job Desired:

a. Frameworker	☐	d. Installer	☐	g. Coin Collector	☐	j. Stenographer	☐	m. Directory Sales	☐	p. Service Representative	☐
b. Central Office Worker	☐	e. Splicer	☐	h. General Office Clerk	☐	k. Key Punch Operator	☐	n. Dining/Janitorial	☐	q. Messenger	☐
c. Transmission Worker	☐	f. Line Worker	☐	i. Typist	☐	l. Communications Consultant	☐	o. Telephone Operating	☐	r. Supply	☐
										s. Other _____	☐

5. Starting Salary Desired _____ 6. In which cities do you wish to work? _____

GENERAL DATA

7. Hours:
Are you willing to work?

Days	Yes ☐	No ☐
Evenings	Yes ☐	No ☐
Nights	Yes ☐	No ☐
Split Shifts	Yes ☐	No ☐
Saturdays	Yes ☐	No ☐
Sundays	Yes ☐	No ☐
Holiday	Yes ☐	No ☐
Overtime	Yes ☐	No ☐

8. Specific Job Qualifications:
Are you color blind? Yes ☐ No ☐
Are you fearful of:
(A) Climbing poles? Yes ☐ No ☐
Ladders? Yes ☐ No ☐
Working aloft? Yes ☐ No ☐
(B) Working in manholes or other confined spaces? Yes ☐ No ☐

9. Special Training or Skills:
Radio License (1st or 2nd class) _____ Yes ☐ No ☐
Steno WPM _____ Yes ☐ No ☐
Typing WPM _____ Yes ☐ No ☐
Key Punch Skills _____ Yes ☐ No ☐
Other _____

10. When are you available to work?
Date _____

11. MOTOR VEHICLE RECORD

Do you have a valid driver's license? Yes ☐ No ☐ Issued by which State? _____

Operator's Number _____ Date Expires Mo. Day Year _____ Address on License Number Street City Zip Code _____

How many citations for moving violations have you received in the past 3 years? _____

Have you had any motor vehicle accidents in the past 3 years? Yes ☐ No ☐

Can you drive a manual shift vehicle? Yes ☐ No ☐

Give Details of Moving Violations (past 3 years) and all Accidents, Suspensions, and Probations:

OFFENSE	DATE	CITY AND STATE	INDICATE SUSPENSIONS AND PRORATIONS

ACTIVITY 8 - FILM STRIP "THE PERSONAL JOB INTERVIEW"

Obtain the film strip "THE PERSONAL JOB INTERVIEW" from your teacher. You will need a pencil or pen.

You have just seen an applicant going for his first interview. List as many things as you can that is wrong with that picture:

1. _____
2. _____
3. _____
4. _____
5. _____

Turn your recorder and filmstrip on and check your list.

I got 1 right ___
I got 2 right ___ that's OK
I got 3 right ___ average
I got 4 right ___ excellent!
I got 5 right ___

You have just seen Mary going for her first interview. Write down as many things that you can see that are wrong here:

1. _____
2. _____
3. _____

Worksheet 8 for Activity 8 continued.

4. _____

5. _____

6. _____

7. _____

HOW DID YOU DO?

0 – 1	Not too good
2 – 3	Not bad
4 – 5	Very good!
6 – 7	Excellent!

TURN BACK TO THE FILMSTRIP AND CONTINUE.

You have just seen Mary in her first job interview. What do you think she has done wrong?

1. _____

2. _____

3. _____

4. _____

5. _____

YOUR ANSWERS MAY VARY HERE. HOW MANY THINGS DID YOU LIST?

0 – 1	_____
2 – 3	_____
4 – 5	_____

ACTIVITY 9

LIST AS MANY ITEMS AS YOU CAN THINK OF WHICH ARE IMPORTANT WHEN YOU GO TO APPLY FOR A JOB:

	N	1	Y

Put an "N" by any of the items above which you can do right NOW!

Put a 1 by any of the items above which you can achieve 1 week from now!

Put a Y next to any item which you think you can achieve 1 year from now!

Select five (5) items which you think are the most important when you go to apply for a Job. Number these from 1 to 5.

6. Put into order, from MOST important to LEAST important, the 5 items you selected in number 5.

1. _____

2. _____

3. _____

4. _____

5. _____

7. Indicate on the scale below where you think you would stand today if you were going to apply for a job.

Not Ready

/ / / / / / / / / /

Ready

FINISHED? GOOD! Give this paper to your instructor to be checked.

ACTIVITY 10 – INTERVIEW QUESTIONS

HELP WANTED

salesclerk, neat must like helping people. Apply in person.

YOUR LOCAL Department Store

You are going to apply for the above job! You have completed your application form and have just begun talking to the person who is doing the hiring. Answer the following questions which are often asked during a job interview:

1. What position are you applying for? _____
2. When are you going to graduate from high school? _____
3. What plans do you have after you graduate? _____
   _____
4. Are you planning to go to college? _____ What are you going to major in? _____
   _____
5. Do you enjoy school? _____ Why? _____
   _____
6. Do you live at home? _____
7. What school activities do you participate in? _____
   _____
   _____
8. Are you looking for a permanent or temporary (part-time) job? _____
   _____
9. What do you like to do in your free time. (What are your hobbies)? _____
   _____
   _____
10. What kind of work experience have you had? _____
    _____

WORKSHEET 10 continued:

11. Why do you want to work for our company? _____
_____
_____

12. What skills do you have which would prepare you for this kind of work? _____
_____
_____

13. Why do you think we should hire you instead of someone else? _____
_____

14. If you get this job, how long do you plan to work for our company? _____
_____

15. How much pay do you expect? _____

GIVE THIS WORKSHEET TO YOUR TEACHER.

ACTIVITY 11

Form W–4 (Revised April 1975)

Employee's Withholding Allowance Certificate

(Use for wages paid after April 30, 1975 and before January 1, 1976)

The explanatory material below will help you determine your correct number of withholding allowances, and will assist you in completing the Form W–4 at the bottom of this page.

Avoid Overwithholding or Underwithholding

By claiming the proper number of withholding allowances you are entitled to, you can fit the amount of tax withheld from your wages to your tax liability. In addition to the allowances for personal exemptions to be claimed in items (a) through (g) below, be sure you claim any additional allowances you are entitled to in item (h) "Special withholding allowance," and item (i) "Allowance(s) for itemized deductions." While these allowances may be claimed on Form W–4 for withholding purposes, they are not to be claimed under "Exemptions" on your tax return Form 1040 or Form 1040A.

You may claim the special withholding allowance if you are single with only one employer, or married with only one employer and your spouse is not employed. If you have unusually large itemized deductions, you may claim the allowance(s) for itemized deductions to avoid having too much income tax withheld from your wages. On the other hand, if you and your spouse are both employed or you have more than one employer, you should take steps to assure that enough has been withheld. If you find that you need more withholding, claim fewer exemptions or ask for additional withholding. If you are currently claiming additional withholding allowances based on itemized deductions, check the table on the back to see that you are claiming the proper number of allowances.

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points: If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time; or if you are married and both you and your spouse are employed, you may not claim the same allowances with your employers at the same time. A nonresident alien, other than a resident of Canada, Mexico, or Puerto Rico, may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1	
(b) Allowance for your spouse—enter 1	
(c) Allowance for your age—if 65 or over—enter 1	
(d) Allowance for your spouse's age—if 65 or over—enter 1	
(e) Allowance for blindness (yourself)—enter 1	
(f) Allowance for blindness (spouse's)—enter 1	
(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your spouse *	
(h) Special withholding allowance—if you are single with only one employer, or married with only one employer and your spouse is not employed—enter 1**	
(i) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from the table on back**	
(j) Total—add lines (a) through (i) above. Enter here and on line 1, Form W–4 below	

* If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

See Table on Back if You Plan to Itemize Your Deductions

Completing Form W–4.—If you find that you are entitled to one or more allowances in addition to those which you are now claiming, increase your number of allowances by completing the form below and filing it with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W–4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1, or by asking for additional withholding on line 2, or both.)

▼ **Give the bottom part of this form to your employer; keep the upper part for your records and information** ▼

Cut along this line

Form **W-4**
(Rev. April 1975)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name

Your social security number

Home address (Number and street or rural route)

Marital status
☐ Single ☐ Married
(If married but legally separated, or spouse is a nonresident alien, check the single block.)

City or town, State and ZIP code

1 Total number of allowances you are claiming

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ Date ▶ 19

16—63087-1

Form W-4 (Rev. 4-75) Page 2

Table for Determining Number of Withholding Allowances Based on Itemized Deductions

Estimated salaries and wages	Number of additional withholding allowances for the amount of itemized deductions shown in the appropriate column (See Line i on other side)											
	0	1		2		3		4		5		6*
Part I: Single Employees												
	Under	At least	But less than	At least	But less than	At least	But less than	At least	But less than	At least	But less than	At least	But less than
Under $10,000	$2,200	$2,200	$2,950	$2,950	$3,700	$3,700	$4,450	$4,450	$5,200	$5,200	$5,950	$5,950	$6,700
10,000–15,000	2,500	2,500	3,250	3,250	4,000	4,000	4,750	4,750	5,500	5,500	6,250	6,250	7,000
15,000–25,000	2,800	2,800	3,550	3,550	4,300	4,300	5,050	5,050	5,800	5,800	6,550	6,550	7,300
25,000–30,000	3,200	3,200	3,950	3,950	4,700	4,700	5,450	5,450	6,200	6,200	6,950	6,950	7,700
30,000–35,000	4,000	4,000	4,750	4,750	5,500	5,500	6,250	6,250	7,000	7,000	7,750	7,750	8,500
35,000–40,000	5,000	5,000	5,750	5,750	6,500	6,500	7,250	7,250	8,000	8,000	8,750	8,750	9,500
40,000–45,000	6,500	6,500	7,250	7,250	8,000	8,000	8,750	8,750	9,500	9,500	10,250	10,250	11,000
45,000–50,000**	8,000	8,000	8,750	8,750	9,500	9,500	10,250	10,250	11,000	11,000	11,750	11,750	12,500
Part II: Married Employees (When Spouse Is Not Employed)												
Under $15,000	2,900	2,900	3,650	3,650	4,400	4,400	5,150	5,150	5,900	5,900	6,650	6,650	7,400
15,000–35,000	3,400	3,400	4,150	4,150	4,900	4,900	5,650	5,650	6,400	6,400	7,150	7,150	7,900
35,000–40,000	3,700	3,700	4,450	4,450	5,200	5,200	5,950	5,950	6,700	6,700	7,450	7,450	8,200
40,000–45,000	4,300	4,300	5,050	5,050	5,800	5,800	6,550	6,550	7,300	7,300	8,050	8,050	8,800
45,000–50,000**	5,200	5,200	5,950	5,950	6,700	6,700	7,450	7,450	8,200	8,200	8,950	8,950	9,700
Part III: Married Employees (When Both Spouses Are Employed), and other employees who are holding more than one job												
Under $10,000	3,200	3,200	3,950	3,950	4,700	4,700	5,450	5,450	6,200	6,200	6,950	6,950	7,700
10,000–12,000	3,700	3,700	4,450	4,450	5,200	5,200	5,950	5,950	6,700	6,700	7,450	7,450	8,200
12,000–15,000	4,200	4,200	4,950	4,950	5,700	5,700	6,450	6,450	7,200	7,200	7,950	7,950	8,700
15,000–20,000	5,000	5,000	5,750	5,750	6,500	6,500	7,250	7,250	8,000	8,000	8,750	8,750	9,500
20,000–25,000	5,600	5,600	6,350	6,350	7,100	7,100	7,850	7,850	8,600	8,600	9,350	9,350	10,100
25,000–30,000	6,200	6,200	6,950	6,950	7,700	7,700	8,450	8,450	9,200	9,200	9,950	9,950	10,700
30,000–35,000	7,100	7,100	7,850	7,850	8,600	8,600	9,350	9,350	10,100	10,100	10,850	10,850	11,600
35,000–40,000	7,900	7,900	8,650	8,650	9,400	9,400	10,150	10,150	10,900	10,900	11,650	11,650	12,400
40,000–45,000	8,900	8,900	9,650	9,650	10,400	10,400	11,150	11,150	11,900	11,900	12,650	12,650	13,400
45,000–50,000**	10,200	10,200	10,950	10,950	11,700	11,700	12,450	12,450	13,200	13,200	13,950	13,950	14,700

*7 or More Allowances: If your itemized deductions exceed the amount shown in Column 6 (above), you may claim 6 allowances plus one more for each $750 or fraction thereof of itemized deductions in excess of the amounts shown in Column 6 for your salary and wage bracket.

**When annual salary or wage exceeds $50,000, "0" column amounts may be determined as follows: for single employees (Part I)—22% of their annual salary; for married employees whose spouse is not employed (Part II)—15% of their annual salary; and for married employees when both spouses are employed and other employees who are holding more than one job (Part III)—24% of their combined annual salary. An additional withholding allowance may be claimed for each $750 or fraction thereof by which itemized deductions exceed the "0" column amount determined in this manner.

GPO [illegible]

16—93547-1

HOW TO USE THE TABLE

If you expect to itemize deductions for the current year, you may be entitled to claim additional withholding allowances (line i) and thus avoid having too much tax withheld. Your employer will treat each such allowance as a withholding exemption. The amount of itemized deductions for the current year cannot exceed the amount of itemized deductions (or standard deduction) claimed on your return for the preceding year (or 2nd preceding year if you have not yet filed your return for the preceding year), plus additional determinable deductible amounts.

These additional allowances will remain in effect until you file a new W-4 with your employer. For detailed information on allowable itemized deductions, see Form 1040 instructions.

1. Find the line in the table that includes your estimated salary and wage amount and that shows your status as either a single employee (Part I), a married employee whose spouse is not employed (Part II), or a married employee whose spouse is also employed (Part III). Also, use Part III if you are an employee who is holding more than one job concurrently.

2. Read across that line until you find the column that includes the amount of your estimated itemized deductions.

3. Note the number of allowances shown at the top of the column. This is the maximum number of additional withholding allowances you may claim on line i.

Married Couples.—If you and your spouse are both employed and file a joint return, determine your withholding allowances based on your combined wages and deductions. If you file a joint return and your spouse is not employed, use Part II. If you are filing a joint return and both are employed, use Part III to determine the total number of withholding allowances to which you are jointly entitled (you may allocate such withholding allowances between yourselves). However, if in your last filing you filed separate returns, and if you expect to file separately this year, each of you must make your determination on the basis of your own wages and deductions and determine the number of withholding allowances for each from Part III.

16—93547-1

ACTIVITY 12

Following the instructions carefully, complete the blanks in your own HANDWRITING:

NAME (full) _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ SOCIAL SECURITY NUMBER _____

EDUCATION: (List the *last* school you attended first. Be sure to include city, state and ZIP code. You may need to look up some information. Include area studied if it will help to qualify you for a job.)

_____

_____

_____

_____

_____

SKILLS: Include typing speed and accuracy, 10-key adding machine, transcription machine, shorthand, bookkeeping or accounting, payroll or any other skills learned in school. Also include machines which you know how to operate.

_____

_____

_____

_____

_____

STUDENT ACTIVITIES: Include clubs, committees,, offices held, or any other activities in or out of school you have participated in.

_____

_____

_____

_____

_____

HOBBIES: What do you do in your spare time? Do you read, bicycle, swim, ski, sew, cook, show you are interested in life.

_____

_____

_____

_____

_____

EXPERIENCE: Include work you have done to assist a teacher or in an office at school, babysitting, summer jobs, or any other experience which would show you are responsible.

_____

_____

_____

_____

_____

REFERENCES: List four (4) persons who know you well and know the type of work you do. Use teachers, previous employers (parents of people you have baby-sat for) or other responsible people. Include first and last names, (indicate Mr., Miss, Ms., Mrs.) title, addresses, city, state and ZIP code. If you do not know the ZIP code, *look it up.*

1. _____
   _____

2. _____
   _____

3. _____
   _____

4. _____
   _____

ACTIVITY 14

Write three (3) introductory paragraphs which you might use when writing a letter of application. Be honest, make them YOU!

OR

OR

ACTIVITY 15

Write two (2) main paragraphs which you might use when writing a letter of application. List only your own experience and education. Don't make anything up!

UPON COMPLETION, TAKE THIS TO YOUR INSTRUCTOR TO BE CHECKED.

ACTIVITY 16

Write three (3) paragraphs which YOU could use to close YOUR letter.

OR

OR

ACTIVITY 17

ACTIVITY 19